



## 21<sup>st</sup> Century Workforce Skills

**Many young adults entering the workforce are not adequately prepared with the skills needed to find & maintain productive employment.**








**The 21<sup>st</sup> Century Workforce Skills Library was built with adult learners in mind.**

**Our adult learners...**

- **interact with & apply content in small chunks**
- **apply learning to workplace scenarios to practice decision-making**
- **develop a number of products to prepare them for a variety of workforce tasks**
- **explore their individual career interests**
- **create a portfolio of evidence of their learning**
- **measure change in beliefs & practices throughout the learning process**

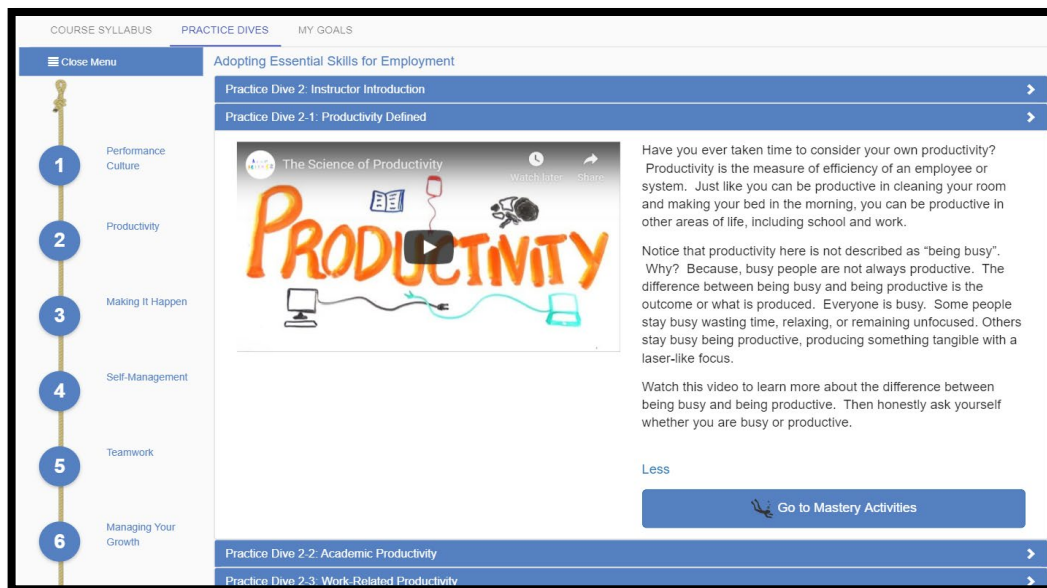
# Current Offerings

- Exploring College & Career Pathways
- Emerging Skills for College & Career Success
- Adopting Essential Skills for Employment
- Leadership Basics
- Leading Others in the Workforce
- Diversity in the Workplace
- Digital Technology in the Workforce

 <p><b>Exploring College and Career Pathways</b></p> <p>This course explores college and career pathways to establish professional image and adopt a growth mindset.</p>	 <p><b>Emerging Skills for College and Career Success</b></p> <p>Learners are challenged to them refine their ethics, enhance communication skills and examine the formation of character.</p>	 <p><b>Adopting Essential Skills for Employment</b></p> <p>In this course learners are challenged to apply employment skills to find success in high-performance work place cultures.</p>
 <p><b>Leadership Basics</b></p> <p>This course prepares persons to take the first steps toward leadership roles in the workplace.</p>	 <p><b>Leading Others in the Workplace</b></p> <p>This course prepares employees to take leadership roles of all kinds within a workplace setting.</p>	 <p><b>Diversity in the Workplace</b></p> <p>This course is designed to promote positive relationships in the workplace, cultural responsiveness &amp; an understanding of diversity</p>
 <p><b>Digital Technology in the Workplace</b></p> <p>Learn to the technologies you currently have in your workplace to expeditious use and to adapt when new technology comes along.</p>	<p><i>*All courses are customizable for districts, schools, or programs. Fee based on depth of customization.</i></p> <p><i>*Additional courses may be added during the life of your license. Course suggestions are always welcome.</i></p>	


# Features

- Simple navigation
- Social community of practice
- Point-earning & engagement levels
- Learner choice & flexible movement
- Interactive & personalized
- Creative capacity – image/video upload & portfolio
- Data gathering polling feature



Courses

# Sample Activities



3. **Scenario:** You have been selected to lead a team at your place of work. You are excited about the possibility of a new opportunity to lead at work. Your team must complete a series of work tasks within a certain amount of time. If the team can cut that time by an hour or two, a financial bonus is in store for you. How would you motivate the team to greater productivity and higher quality? Plan your ideas on paper and create a video expressing your plan. Upload the video to a video site of your choice. Share the URL of your video in the space below.


Video Name

Video URL

[Add](#)

2. Based on your self-assessment above, complete the table by listing 3 soft skills you add to productivity in the workplace, as well as 3 things you are looking for in a high-performing culture. Placeholder examples have been given in the first row. You will need to replace these with your own ideas.

My Soft Skills Contributions	My Expectations from a High-Performing Culture
Leadership, Communication, Resilience	Growth-Minded, Innovative, Meaningful
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>



# Customized Reporting



## Report Builder

- Mindset Changes – Belief, Practice and Aggregate Scores
- Engagement Points & Levels
- Progress by Modules Completed & Activity Time
- Poll Responses & Social Activity
- Certificates Earned
- Easy Individual Learner Portfolio Access



**Critical Thinking/Problem Solving:** Exercise sound reasoning to analyze issues, make decisions, and overcome problems. The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.

**Oral/Written Communications:** Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization. The individual has public speaking skills; is able to express ideas to others; and can write/edit memos, letters, and complex technical reports clearly and effectively.

**Teamwork/Collaboration:** Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. The individual is able to work within a team structure and can negotiate and manage conflict.

**Digital Technology:** Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals. The individual demonstrates effective adaptability to new and emerging technologies.

**Leadership:** Leverage the strengths of others to achieve common goals and use interpersonal skills to coach and develop others. The individual is able to assess and manage his/her emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work.

**Professionalism/Work Ethic:** Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from his/her mistakes.

**Career Management:** Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals and identify areas necessary for professional growth. The individual is able to navigate and explore job options, understands and can take the steps necessary to pursue opportunities, and understands how to self-advocate for opportunities in the workplace.

**Global/Intercultural Fluency:** Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. The individual demonstrates, openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals' differences.



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