

### **Supporting Job Readiness Activity – 3.18.16**

*In small groups, participants clustered into the different categories and brainstormed specific skills, abilities and knowledge young people need to develop. After brainstorming and sharing the specifics, everyone got four dots and voted for two categories they feel their program does well (green), and two categories where they would like to do more/improve (red).*

#### **Communication Skills**

Votes: 10 Red; 2 green

Customer service skills (in-person, telephone, email, internal and external)

Conflict resolution

Writing skills

Personal Elevator skills

Speaking in groups

Active listening

Body posture

Code-switching

Language/word choice

#### **Interpersonal Skills**

Votes: 14 green; 8 red

Self-advocacy

Self-awareness

Emotional intelligence

Empathy

Relationship building

Listening skills

Emotional regulation

Confidence

Self-efficacy

Articulation

Influence

Approachable, open

Situational awareness

Networking

Follow-through

#### **Barrier Resilience**

Votes: 15 green; 15 red (growth mindset specifically)

Problem-solving

Awareness

Self-advocacy

Systems navigation

Creativity/curiosity

Interpersonal skills and abilities

Perseverance

Growth mindset

Goal setting

Future vision/orientation

Ability to identify internal vs. external barriers

#### **Landing a Job**

Votes: 14 green; 14 red (digital footprint specifically)

Application process

Resume, cover letter

Mock interviews

Professional dress/attire

Research the company

Confidence

Perseverance

Finding references

Experience

Follow-up

Networking

Education

Transportation

Time management

Organization

Communications

Digital footprint

Work culture

How to talk about criminal background

#### **Self-Management**

Votes: 12 red; 9 green

Time management skills

Work/life/school balance

Financial management skills

Goal setting/life plan/career plan

Motivation

Communication skills

Reflection/self-evaluation

Self-care

Mentorship/support network

## **Career Exploration**

Votes: 17 green; 11 red

Guest speakers

Field trips

Mock interviews

Career Action Center

Job Shadowing

Job training programs

Apprenticeships

Internships

Work-based learning

ASVAB testing

Software tools

Mentors/advisors

Vocational certificates

Informational interviews

College & career readiness

Career fairs

Work readiness classes

Career choices class

Networking

Sharing job announcements