



KEVIN J FLEMING

PREPARING FOR LIFE AFTER HIGH SCHOOL

4 SKILLS & 4 STEPS TO A SUCCESSFUL CAREER

TOPIC: THE 4 SKILLS (LESSON 1 OF 4)



4 SKILLS
STEPS
LESSON PLAN

PREPARING FOR LIFE AFTER HIGH SCHOOL:

4 Skills & 4 Steps to a Successful Career

TOPIC THE 4 SKILLS (LESSON 1 OF 4)

Common Core Standards:

- **CCSS.ELA-Literacy.RST.7** Integrate and evaluate multiple sources of information presented in diverse formats and media in order to address a question or solve a problem.
- **CCSS.ELA-Literacy.SL.8-12.1** Engage effectively in a range of collaborative discussions with diverse partners on topics, texts, and issues, building on others' ideas and expressing their own clearly.
- **CCSS.ELA-Literacy.W.8-12.2** Write informative/explanatory texts to examine a topic and convey ideas, concepts, and information through the selection, organization, and analysis of relevant content.
- **CCSS.ELA-Literacy.RH.11-12.2** Determine the central ideas or information of a primary or secondary source; provide an accurate summary that makes clear the relationships among the key details and ideas.
- **CCSS.ELA-Literacy.W.8-12.7** Conduct short research projects to answer a question, drawing on several sources and generating additional related, focused questions that allow for multiple avenues of exploration. (Extension Lesson Only)

OVERVIEW

Students need four different skills to help make them successful in finding and keeping a career. Having a combination of academic skills, life skills, employability skills, and technical skills is important to help the student get and keep a job.

MATERIALS

- Computer with internet access for teacher with projection capabilities
- Projector and screen
- 4 Skills Video
- Set of worksheets "Four Skills" for the class (Middle or High School Version)
- White board and markers

LEARNING OUTCOMES

AT THE END OF THIS LESSON, STUDENTS WILL BE ABLE TO:

- Understand the four skills that are necessary for employment: academic skills, life skills, employability skills, and technical skills.
- Work in a group to provide examples of the four skills.
- Complete a worksheet with different examples of skills in each of the four categories. (Middle School Only)
- Work in a group to discuss why an employer wants to hire people who have these skills (High School Only).
- Work in a group to plan a way for students to gain these skills. (High School Only)

ACADEMIC VOCABULARY

- **Academic Skills:** Skills and knowledge gained during your education, such as reading or solving a math problem.
- **Life Skills:** Skills necessary for life, such as balancing a budget, good nutrition, and determination.
- **Employability Skills:** Skills employers expect you to have, such as being able to work in a group or meet a deadline.
- **Technical Skills:** Skills specific to a particular job, such as being able to fix a broken car, program a computer, or operate on a patient.

TOPIC THE 4 SKILLS (PAGE 2)

ACTIVITY



Estimated Time
50 Minutes

The students will work together in groups to put five examples of one of the four skills on the worksheet.

The students will share their examples with the class.

The students will participate in a discussion of how these skills will help in life beyond school. (Middle & High School)

The students will work together in groups to find examples of one of the four skills, reasons an employer would want to hire a person with those skills, and develop plans to help acquire those skills.

The students will present their conclusions to the rest of the class. (High School Only)

LESSON PROCEDURES

1. Introduce the lesson by showing the video "Four Skills Four Steps Lesson 1" to the students.
2. Give a brief definition of the four skills.
3. Create four groups of students and assign each group a different skill. Have each group come up with five examples of skills in their skill category and write them on their worksheet.
4. After completing the worksheet, have the groups take turns giving their examples for each of the skills to compile a class list. Record all the examples for the whole class to see. (MS only)

5. Lead a class discussion about applying each of the skill groups to the real world, how using these skills will help in life beyond school. (MS only)
6. After coming up with examples of skills in each category, the groups will then discuss and come up with reasons an employer would want to hire a person who had those skills. (HS only)
7. The groups will lastly come up with a plan to build or acquire at least two of the skills. (HS only)
8. The whole class will come back together and the groups will present their conclusions to the rest of the class. (HS only)

FORMATIVE ASSESSMENT

- The worksheet Four Skills
- Participation in group work and class discussion

FORMATIVE ASSESSMENT

- <http://www.cacareercafe.com/people-skills>
- <http://www.californiacareers.info/#Lessons>

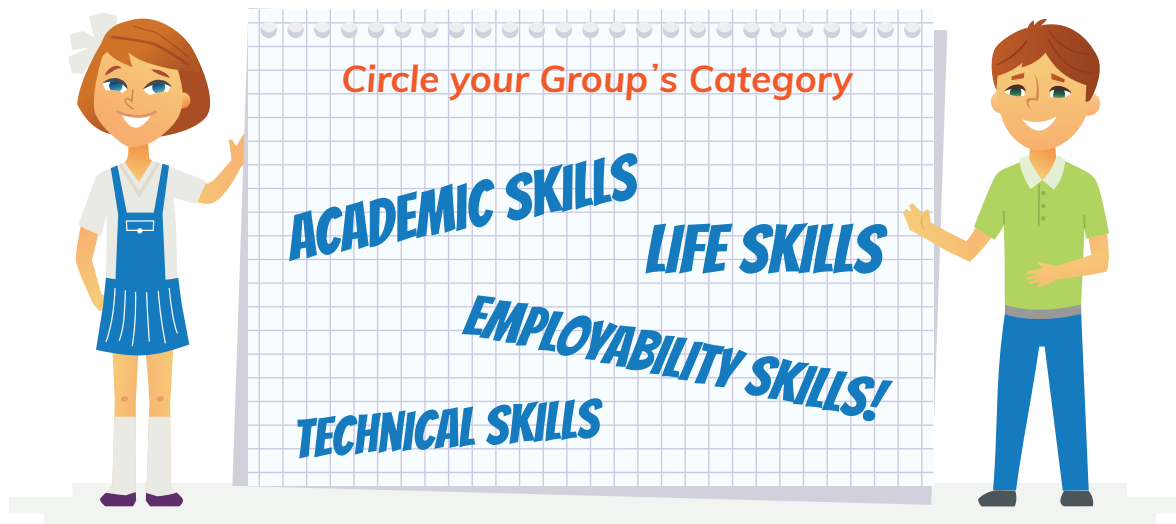
ADAPTATIONS/LESSON EXTENSIONS

- If you have additional time and resources students can break into their 4 groups, research one of the four skill categories, and present to the class.
- Students can work on the worksheet individually or it can be completed as a whole class.
- Students can have a debate about which skill they feel is most important to success.
- Have students interview an adult about their career. When did having or not having these skills help or hinder them? Write a short essay about it and present it to the class.

THE 4 SKILLS WORKSHEET

MIDDLE SCHOOL

DIRECTION: Work together in a group to come up with five examples of a skill in your group's category.



1.

2.

3.

4.

5.



THE 4 SKILLS WORKSHEET

HIGH SCHOOL

DIRECTION:

Work together in a group to come up with five examples of a skill in your group's category. Then discuss reasons that an employer would want to hire a person with those skills. Lastly, come up with a plan to help you gain or build up two of these skills.

Circle your Group's Category:

ACADEMIC SKILLS

EMPLOYABILITY SKILLS!

TECHNICAL SKILLS

LIFE SKILLS



1.

2.

3.

4.

5.

Reasons a employer wants a person with these skills:

1.

4.

2.

5.

3.

Plan to help you gain or build up a skill:

1.

2.