**Career Education 9**

**Assignment #2: Employability Skills**

***What are “Employability Skills”????***



Employability skills are skills that everyone needs to succeed at any kind of work. They are \*different\* from the specific skills you might need for a specific job/career.

When you complete this assignment, you will better understand what skills are needed in \*any\* work place AND you will reflect on which of these skills you already possess and which skills you may need to work on improving.



**What you need to do for this assignment:**



1. Read the attached brochure on Employability Skills
2. For \*each\* of the skill areas - Fundamental, Personal Management and Teamwork - choose **one skill** that you think is a relative **strength** for you **AND** **one skill** that you think you can **improve**.
3. Write a reflection which includes 3 paragraphs, 1 paragraph for each skill area. In each paragraph, you will talk about:
   1. What skill you think is a strength for you and what skill you think you can improve on
   2. Why you think these skills are important in the workplace (you should ask a few adults close to you who work)
   3. \*Specific\* things that you will do in order to improve the skills or, if it is a strength, what you can do to continue to build on that strength
   4. Each paragraph should be 100-150 words for a total of 300-450 words for the entire assignment.

Please hand in a printed copy of your assignment to Room 138 in the tray marked “Career Education 9.

**Due date: Monday, February 3rd**

