



Workshop 4: Basic Employability Skills

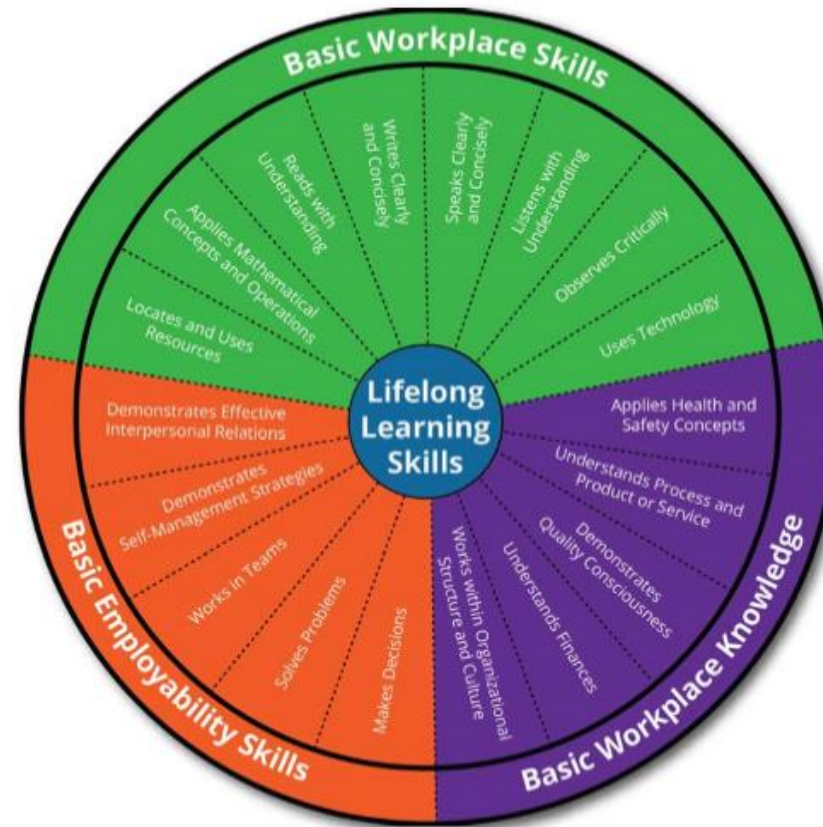
Foundation Skills Framework Resource Guide

Foundation Skills Framework Resources



Foundation Skills Wheel
Self-Appraisal
Competency Lists

The Foundations Skills Framework



Parts of the wheel

BASIC WORKPLACE SKILLS

traditional basic skills-like "reading, writing, math" and new ones-like "uses technology and resources"

BASIC WORKPLACE KNOWLEDGE

knowledge of the nature of work and workplace organizations

BASIC EMPLOYABILITY SKILLS

personal, interpersonal and cognitive skills needed to interact effectively in the workplace

LIFELONG LEARNING SKILLS

learning skills that help adults set and reach realistic learning and career goals

Basic Employability Skills

Basic Employability Skills

Demonstrates Effective Interpersonal Relations.....	20
Demonstrates Self-Management Strategies.....	21
Works in Teams	22
Solves Problems	23
Makes Decisions.....	24

Skills - Competencies - Indicators

Makes Decisions

Critical, creative, and reflective thinking skills needed to consider relevant facts and opinions, evaluate potential risks and benefits of various decisions, make a decision, and analyze its outcome.

E 5.1 Recognizes situation when a decision must be made

- Identifies the clues/symptoms that a decision must be made
- Identifies circumstances leading up to or surrounding situation
- Identifies urgency of situation and remains calm in stressful situations
- Analyzes circumstances leading up to or surrounding situation

Skills - Competencies - Indicators

Give some examples of skills, competencies, and indicators from Basic Employability Skills

Why are these skills important?

How do these skills apply to work in general and to your jobs of interest?