**21st Century Employability Skills Notes (Key)**

Complete the sections with notes from the slide presentation.

<table>
<thead>
<tr>
<th>What are 21st Century Employability Skills?</th>
<th>Applied Knowledge</th>
<th>Effective Relationships</th>
<th>Workplace Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>• General skills necessary for success in the workforce</td>
<td>• Applied Academic Skills</td>
<td>• Interpersonal Skills</td>
<td>• Resource Management</td>
</tr>
<tr>
<td>• These skills include:</td>
<td>• Critical Thinking Skills</td>
<td>• Personal Qualities</td>
<td>• Information Use</td>
</tr>
<tr>
<td>• Applied Knowledge</td>
<td></td>
<td></td>
<td>• Communication Skills</td>
</tr>
<tr>
<td>• Effective Relationships</td>
<td></td>
<td></td>
<td>• Systems Thinking</td>
</tr>
<tr>
<td>• Workplace Skills</td>
<td></td>
<td></td>
<td>• Technology Use</td>
</tr>
</tbody>
</table>
### 21st Century Employability Skills Notes (Key)

<table>
<thead>
<tr>
<th>What is Personal Success?</th>
<th>Values</th>
<th>Positive Attitudes</th>
<th>Good Work Habits</th>
</tr>
</thead>
</table>
| • One’s belief of what will make them successful | • Principles and beliefs that you consider important  
• Influence your decisions and actions  
• Courage  
• Fairness  
• Freedom  
• Honesty  
• Respect  
• Responsibility  
• Trustworthiness | • Friendliness  
• Self-motivation  
• Teamwork  
• Adaptability | • Be on time  
• Be at work every day  
• Call your supervisor immediately if you become ill and must miss work  
• Complete all work in a timely fashion  
• Keep your work area neat and organized  
• Be accurate  
• Report mistakes or problems to your supervisor immediately  
• Do not make personal calls from work |

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21st Century Employability Skills  
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