21st Century Employability Skills
Principles of Hospitality and Tourism
What are 21st Century Employability Skills?

▪ General skills necessary for success in the workforce
▪ These skills include:
  ▪ Applied Knowledge
  ▪ Effective Relationships
  ▪ Workplace Skills

Ask students what they think are employability skills.

Employers want employees to be “work ready.” Are you?
Applied Academic Skills - enable employees to put skills based on academic disciplines and learning—such as reading, writing, mathematical strategies and procedures, and scientific principles and procedures—to practical use in the workplace.

Critical Thinking Skills - enable employees to analyze, reason, solve problems, plan, organize and make sound decisions in their work.

Click on hyperlinks to view videos:

Competence - Basic Skills
This career video was developed and is distributed by the Center for Occupational Employment Information (COEI) under a grant from America's Labor Market Information System (ALMIS), a program of the U.S. Department of Labor's Employment and Training Administration (ETA). It is designed to provide a brief, visual introduction to the world of work for a career.
http://youtu.be/-ShKlwLRuzA

Competence - Thinking Skills
This career video was developed and is distributed by the Center for Occupational Employment Information (COEI) under a grant from America's Labor Market Information System (ALMIS), a program of the U.S. Department of Labor's Employment and Training Administration (ETA). It is designed to provide a brief, visual introduction to the world of work for a career.
http://youtu.be/yXMkV5sktLo
Interpersonal Skills - enable employees to collaborate as a member of a team or work independently, as appropriate, and contribute to the overarching goals of the workplace.

Personal Qualities - include a set of behaviors and skills that enable employees to establish effective relationships and function appropriately in the workplace.

Click on hyperlinks to view videos:

**Competence - Interpersonal Skills**
This career video was developed and is distributed by the Center for Occupational Employment Information (COEI) under a grant from America's Labor Market Information System (ALMIS), a program of the U.S. Department of Labor's Employment and Training Administration (ETA). It is designed to provide a brief, visual introduction to the world of work for a career.
http://youtu.be/Y8I5kPX6qCk

**Competence - Personal Qualities**
This career video was developed and is distributed by the Center for Occupational Employment Information (COEI) under a grant from America's Labor Market Information System (ALMIS), a program of the U.S. Department of Labor's Employment and Training Administration (ETA). It is designed to provide a brief, visual introduction to the world of work for a career.
http://youtu.be/Hc3oVB88d7M
Workplace Skills include:

**Resource Management Skills** - enable employees to successfully perform work tasks by managing time and other resources.

**Information Use Skills** - enable employees to successfully perform work tasks by understanding, evaluating, and using a variety of information.

**Communication Skills** - enable employees to successfully perform work tasks by communicating effectively with others in multiple formats.

**Systems Thinking Skills** - enable employees to successfully perform work tasks by understanding relationships among the components of a system.

**Technology Use Skills** - enable employees to successfully perform work tasks by applying information technology appropriately and effectively.

Click on hyperlinks to view videos:

**Competence – Resource Management**
This career video was developed and is distributed by the Center for Occupational Employment Information (COEI) under a grant from America's Labor Market Information System (ALMIS), a program of the U.S. Department of Labor's Employment and Training Administration (ETA). It
Presentation Notes
21st Century Employability Skills
Principles of Hospitality and Tourism

is designed to provide a brief, visual introduction to the world of work for a career.
http://youtu.be/gavKuNOJ5Do

Competence – Using Information
This career video was developed and is distributed by the Center for Occupational Employment Information (COEI) under a grant from America's Labor Market Information System (ALMIS), a program of the U.S. Department of Labor's Employment and Training Administration (ETA). It is designed to provide a brief, visual introduction to the world of work for a career.
http://youtu.be/5F-byOoDRXk

Ability – Verbal
This career video was developed and is distributed by the Center for Occupational Employment Information (COEI) under a grant from America's Labor Market Information System (ALMIS), a program of the U.S. Department of Labor's Employment and Training Administration (ETA). It is designed to provide a brief, visual introduction to the world of work for a career.
https://www.youtube.com/watch?v=cwhGz_4guLI

Competence – Using Systems
This career video was developed and is distributed by the Center for Occupational Employment Information (COEI) under a grant from America's Labor Market Information System (ALMIS), a program of the U.S. Department of Labor's Employment and Training Administration (ETA). It is designed to provide a brief, visual introduction to the world of work for a career.
http://youtu.be/_EjRfmalgdA

Competence – Using Technology
This career video was developed and is distributed by the Center for Occupational Employment Information (COEI) under a grant from America's Labor Market Information System (ALMIS), a program of the U.S. Department of Labor's Employment and Training Administration (ETA). It is designed to provide a brief, visual introduction to the world of work for a career.
http://youtu.be/I8Ed91qcXnI
Do you know what personal success is?
What is Personal Success?

One’s belief of what will make them successful

It can include values, attitude and work habits.

What else do you think it might include?
Values

- Principles and beliefs that you consider important
- Influence your decisions and actions

May include:
- Courage
- Fairness
- Freedom
- Honesty
- Respect
- Responsibility
- Trustworthiness

Where do you learn values?

You learn values beginning at home from your family through what they teach you and the examples they set.

You continue to acquire values as you continue in life from other sources: schools, churches, friends, books and television.

Which values from the list do you possess? Are there any other values we can list?
Attitude is the way you look at the world and the way you respond to things that happen.

Positive attitudes include:

- **Friendliness** – consists of a positive attitude toward yourself and others
- **Self-motivation** – the inner urge to achieve your goals
- **Teamwork** – includes cooperation, the ability to work with others and commitment to a team and its members
- **Adaptability** – the ability to make changes to match new situations
These habits demonstrate a proactive understanding of self-responsibility and self-management.

Will you have all of these habits?
Questions?
References and Resources

Images:
- Microsoft Office Clip Art: Used with permission from Microsoft.

Textbook(s):

Website(s):
- Employability Skills Framework
  Developed as part of the Support for States Employability Standards in CTE and Adult Education project, an initiative of the Office of Vocational and Adult Education, U.S. Department of Education.

YouTube™:
The career videos were developed and distributed by the Center for Occupational Employment Information (COEI) under a grant from America’s Labor Market Information System (ALMIS), a program of the U.S. Department of Labor’s Employment and Training Administration (ETA). They are designed to provide a brief, visual introduction to the world of work for a career.
- Ability—Verbal
  https://www.youtube.com/watch?v=cwhGz_4guLI
- Competence—Basic Skills
  http://youtu.be/ShKlwLRuzA
- Competence—Interpersonal Skills
  http://youtu.be/Y8I5kPX6qCk
- Competence—PersonalAttributes
  http://youtu.be/Hc3oVB88d7M
- Competence—Resource Management
  http://youtu.be/gavKuNOJ5Do
- Competence—Thinking Skills
  http://youtu.be/yXMkV5sktL0
- Competence—Using Information
  http://youtu.be/5FbyO0DRXk
- Competence—Using Systems
  http://youtu.be/_EjRfmalgdA
- Competence—Using Technology
  http://youtu.be/I8Ed91qcXnI