

Skills



Unit
Me in the world



Length:
140 minutes

About this lesson

To explore how skills can be developed and transferred to careers, students will reflect on the skills they are already practising, identify those they desire to use in the future, and analyze how skills they develop in various contexts are transferable to the workplace.

Learning objectives

By the end of this lesson, students will:

- explore the skills required to perform various activities
- investigate the link between their skills and career goals
- explain how transferable skills are developed through their school, extracurricular, and/or community experiences
- analyze how they contribute to their readiness for future educational, life, and work opportunities and to their career development

Driving question

What skills will I need to work in the jobs of the future?

Future-ready skills

Self-knowledge

Self-confidence

Self-efficacy

Lesson breakdown

15
minutes

Activity 1: Update my skills

Direct students to review their **Skills** section on their **About me** profile. Have them use this time to explore all the 6 **Skills categories** and add any skills they are currently working on and they have attained to some degree. Rate each skill based on their self-determined attainment level: 1 star (beginner), 2 stars (rising star), or 3 stars (master). Work with your students to further define these levels.

55
minutes

Activity 2: Xello lesson: Skills

In this activity, students will complete the Xello lesson titled **Skills**, where they will explore the skills required to perform various activities, as well as the link between their skills and career goals.

30
minutes

Activity 3: Skills lab

In this activity, students will complete the **Skills lab** assessment to identify how often they'd like to use various skills in their future career and update their **Skills** section. Following the assessment, students will review their updated career matches based on their skill preferences.

30
minutes

Activity 4: Transferable skills

In this activity, students will take a closer look at the skills required for 3 careers of interest, reflect on the ways they are practicing their desired skills, and identify ways to develop new or transferable skills.



Xello entry point

Before starting this lesson students need to save 3 careers and be familiar with their **About me** page. It's also recommended they have completed all 3 phases of the **Matchmaker** interest assessment (**Matchmaker**, **Personality styles**, and **Mission complete**).

Vocabulary

- Transferable skills
- Skill building
- Practice
- Skill attainment

Ontario career studies

B1.2 explain how transferable skills are developed through school, extracurricular, and/or community experiences, and analyze how they contribute to a person's readiness for future educational, life, and work opportunities and to their career development

xello

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minutes

Optional activity: Interest share part 2

Build on the **Interest share** spreadsheet started in Activity 4 from the **Interests** supplementary lesson. Add a new column to the spreadsheet called **Transferable skills** and have students add associated skills required or practised for the listed activities to reveal opportunities for further skill exploration and development.

Activity 2: Xello Lesson: Skills



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About this activity

In activity 1, students reviewed their **Skills** section on their **About me** profile to add and rate any skills they are currently working on and have attained to some degree.

Their next step is to complete the **Skills** lesson in Xello! This lesson will help students better understand the skills required to perform various activities, as well as the link between their skills and career goals.

Inquiry prompts

- What is a skill? What are transferable skills?
- What skills do you use at school? What skills do you use outside of school?
- What skills are you most proud of? What are some skills you'd like to improve?
- What skills do you think are required to perform some of the jobs at a school (e.g. teacher, principal, custodian)?
- Think of someone who has a skill you admire. Why do you admire that skill?

Before you begin

Before diving in with your students:

1. Create a copy or download the [Skills slide presentation](#) to use as a helpful teaching aid before and after the Xello lesson.
2. Review the slides (including the speaker notes section) for discussion strategies and prompts.
3. Update slide 5 of the presentation with your students' Xello sign in format. If you don't know your students' Xello login format check out for support.

Teaching strategies

Use the following strategies to set your students up for success:

- 1 Before students start the Xello lesson, engage them in a classroom discussion using a few of the inquiry prompts from the **Warm up** activity slide of the [Skills slide presentation](#), or choose your own.
- 2 Help your students log into their Xello account. Project your screen as you model how to navigate to the lesson using your demo student account. From the student dashboard, click on a lesson to get started.
- 3 Students finished early? If students have time after completing the Xello lesson, encourage them to revisit their career matches and read 1-2 **Career Interviews** from careers of interest, paying attention to the skills required for that career.
- 4 Once students have completed the Xello lesson, return to the [Skills slide presentation](#) to have students revisit their answers to the inquiry prompts you posed at the beginning of class.

Materials required

- Computers or tablets with internet access
- Whiteboard/projector
- [Skills slide presentation](#)

Prerequisites

- Save 3 careers

Artifacts

Students will complete the Xello lesson: **Skills**.

Activity 2: Xello Lesson: Skills



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- 5 **Classroom discussion strategy: Think-pair-share:** Direct students to choose a partner. Assign each pair one of the suggested inquiry prompts and give them 2-3 minutes to consider their answers. Then have them turn to their partners and take turns sharing their answers.

OPTIONAL: Think-pair-share-square: Once students have shared their answers with their partners, direct them to join up with another pair and take turns sharing their answers.

Activity 3: Skills Lab



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Inquiry prompts

- What skills do I desire to use always or often?
- Which careers match my skill desires?
- Why do I desire to use these skills?

Teaching strategies

In this activity, students will complete the **Skills Lab** assessment to identify how often they'd like to use various skills in their future career. Students will use their assessment answers to update their **Skills** section. Then, students will explore their updated career matches based on their skill preferences.

- 1 Provide the [instructions](#) on the next page to your students.
- 2 As an activity wrap-up, share the top 5 saved skills from the **Student work report** from your Xello educator account. Use the group filter to show the results for just your list of students. Ask the students to discuss in small groups or share as a class: why do you think these are the top identified skills? Which of these skills appeared in your career exploration and how do they relate to tasks within that career?

Materials required

- [Student instructions](#)
- Computer or tablet with internet access

Artifacts

Students will complete the **Skills Lab** assessment, save at least 3 careers related to their skill preferences, and identify career related skills they like for each.

Culminating project tip

Add your students' questions about skills and the workplace to the discussion guide. For example: Which skills should I start practising while I am still in school?

Skills Lab

Student instructions

Your preference to use certain skills over others may help you discover careers that you have not considered before. If you're interested in using a skill always or often in your career, you'll want to make sure that skill is used in your career journey.

- 1 From your Xello **About Me** page, complete the **Skills Lab** assessment to determine your level of desire to use 35 different skills in your career.
- 2 After completing the **Skills Lab** assessment, review your results. Which skills do you want to use always or often? And which skills do you rarely or never want to use?
 - Add the top 3-5 skills that you want to use always or often to your **About Me Skills** section. Rate each skill (1 star = beginner, 2 stars = rising star, or 3 stars = master). Although you want to use these skills always or often it doesn't mean you are a master of them now. You still have lots of time to develop these skills further.
- 3 Which careers share a similar skill set to those you desire to use? From **Explore careers** in Xello, use the **Skills Lab** filter to order the list of career matches based on your Skill Lab answers. Do any results surprise you? Remember you can always **Hide** a career from your match results, if it does not align with your personal values, future aspirations, or lifestyle goals.
- 4 Explore some career profiles with the intention to save at least 3 you'd consider as possibilities for yourself. Within each profile think about the following:
 - **Find out why** the career has been assigned the match level (excellent, good, fair, or poor) by clicking on this option at the top of the profile. Review the overall match calculation and confirm your **Matchmaker** and **Skills Lab** answers accurately reflect your likes, dislikes, and preferences.
 - Does the career projection favour well? If not, what factors might be impacting this outlook and how might you need to differentiate yourself within a competitive job market?
 - Do the core tasks and workplace description align with your interests and values?
 - Is your personality style well-suited for this career?
 - Does the mid-range salary meet your lifestyle goals?
- 5 After saving at least 3 careers, within each profile update how you feel about each career, and add why you think you like a particular skill within each career in the **Likes and dislikes** investigate card.

Activity 4 - Transferable skills



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Inquiry prompts

- How am I currently practicing my desired skills?
- How can I continue to improve my desired skills?

Teaching strategies

In this activity, students will reflect on the ways they are practicing their desired skills and identify within 3 careers of interest the skills they desire to improve.

- 1 Provide the [instructions](#) on the next page to your students.
- 2 Optional: Build upon the **Interest Share** spreadsheet started in Activity 4 from the **Interests** supplementary lesson. Add a new column to the spreadsheet called “Transferable Skills” and have students add associated skills required or practised for the listed activities to reveal opportunities for further skill exploration and development.

Materials required

- [Student instructions](#)
- Computer or tablet with internet access
- Optional: Collaborative spreadsheet (ie. Google Sheets)

Artifacts

For 3 saved careers, students will identify skills they are practising today and skills they'd like to develop further as a way to demonstrate their understanding of transferable skills.

Culminating project tip

Add your students' questions about skills and the workplace to the discussion guide. For example: Which skills should I start practising while I am still in school?

Transferable skills

Student instructions

How do your current experiences help you prepare for career related skills? The different tasks you do every day need a range of skills. Whether it's doing group work or helping cook dinner, you need to make use of a variety of skills. Many skills you are using and developing today will transfer to other future experiences, including your career. Complete the following for 3 saved careers:

- 1 At the top of the profile, choose an emoji to indicate how you feel about this career.
- 2 Take a look at the skills used by reviewing them within the **Find out why** area of the career profile. Note down 1 skill you are actively practising today and 1 you desire to work on more.
- 3 Within the **My notes** section at the top of the career profile, record reflections for these 2 skills:
 - Explain how you are practising one skill today, and how you think it could transfer to this career.
 - Identify one skill you'd like to develop further, and explain one type of opportunity you could pursue to explore and develop this skill.