

Embedding Essential Workforce Skills in Program Curriculum: An Accreditation Approach

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“Soft Skills”

Poll Question: With Regard to Soft Skills:

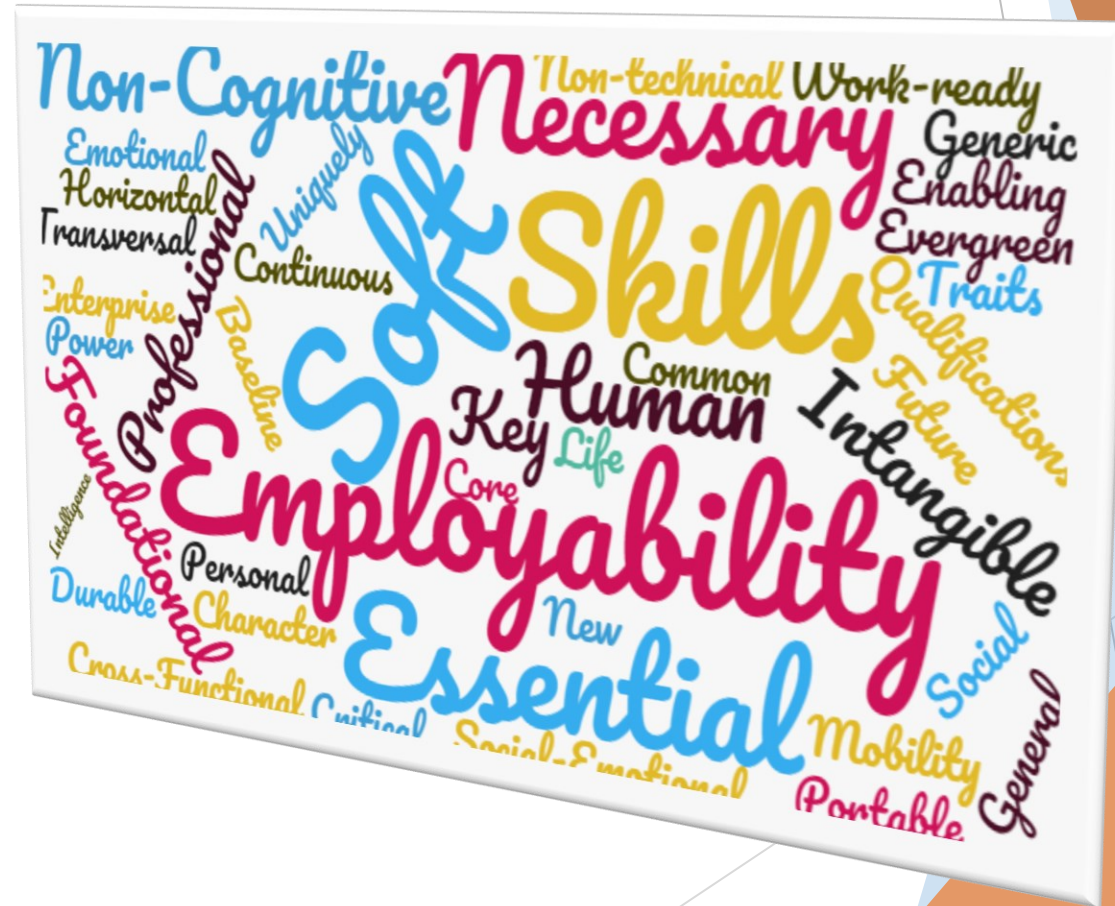
- a. I know exactly what soft skills are and can define them.
- b. I know soft skills when I see them and can talk about them with some certainty.
- c. I have a general idea of what soft skills are, but can't define them.
- d. I thought there were going to be doughnuts at this presentation.

“Soft Skills”

In the Chat Box Feature, write your definition of “soft skills.”

Soft Skills - Working Definition

The set of skills necessary to continuously succeed in the workforce.



Soft Skills - Working Definition

“Soft skills”
then are
Essential
Workforce
Skills.



But, What Are They?
(Wait for it, its Coming)

Essential Workforce Skills

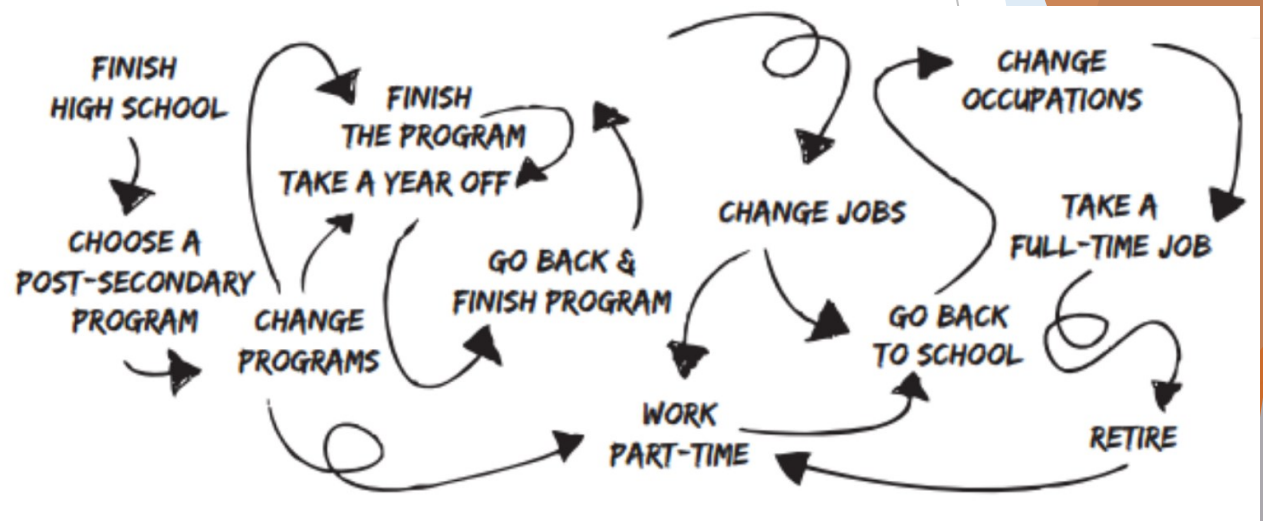
Focusing
Only/Primarily
On “Hard
Skills” is
Insufficient for
the Future

WORK → RETIRE

The Path is not
Straight

Essential Workforce Skills

The Path to Success is Constantly Challenged and Varied



Essential Workforce Skills

Students Need
More Tools



Essential Workforce Skills

Schools “say” they address soft skills.

Then why do employers continue to find graduate ill-equipped in these areas?

Essential Workforce Skills Matter. Candidates Lack Them. They are Hard to Find.

92%

of executives say soft skills are equal to or more important than hard skills –
Wall Street Journal

44%

of U.S. senior executives think Americans lack soft skills
– Adecco

89%

of talent professionals said bad hires typically lack soft skills
– LinkedIn

40%

of new hires fail within 18 months because of inadequate soft skills
– Leadership IQ

Essential Workforce Skills – A New Accreditation Approach

**Where Are They?
Show Me.**

Essential Workforce Skills – A New Accreditation Approach



Essential Workforce Skills – A New Accreditation Approach

- **Defined Set of Skills for the Workforce**
- **Map to Embedded Curriculum**
- **Co-Curricular Activities**
- **Engagement and Practice**
- **New Accreditation “Badge”**



Essential Workforce Skills – A New Accreditation Approach

➤ Six Macro Skill Areas

- **Self-Management Skills**
- **Communication Skills**
- **People Skills**
- **Analytical Skills**
- **Planning Skills**
- **Career Management Skills**



Essential Workforce Skills – A New Accreditation Approach

- **43 Sub-Skill Areas**
- **186 Micro Skill Areas**



Essential Workforce Skills – A New Accreditation Approach

➤ Work to Achieve Personal Goals

- Develop effective goals
- Prioritize goals
- Distinguish between short-term, medium-term, and long-term goals
- Manage a plan to complete your goals
- Monitor progress toward goal completion
- Adjust strategies to ensure goal completion



Essential Workforce Skills – A New Accreditation Approach

➤ Speak with Intention

- Think before speaking
- Organize your thoughts before speaking
- Distinguish types of “noise” that disrupt verbal messages
- Reduce distractions when speaking
- Match verbal and nonverbal messages
- Verify that verbal messages are understood as intended



Essential Workforce Skills – A New Accreditation Approach

➤ Create a Career Path

- Identify Your Career Preferences
- Assess Your Skills Accurately
- Evaluate Potential Careers
- Set Personal Career Goals
- Manage Career Action Plan



Essential Workforce Skills – A New Accreditation Approach

➤ Solve Problems Effectively

- Identify “Problem”
- Diagnose “Root Cause” of problem
- Generate Possible Solutions to problem
- Implement Solutions



Essential Workforce Skills – A New Accreditation Approach

➤ EWS Embedded in Curriculum

- Solve Problems Effectively
- Welding “Problem” Assignment
 - Identify Problem -Improper weld requested
 - Diagnose Root Cause - Spec Sheet includes incorrect materials
 - Generate Solutions - Return to Manager (Faculty)
 - Get Spec Sheet corrected and complete proper weld



Essential Workforce Skills – A New Accreditation Approach

➤ EWS in Co-Curricular Activities

- Orientation Course
 - Goal Setting
 - Personal Finance
 - Communicating with Faculty and Peer Students
- Community Service Projects and Activities
- Student Government



Essential Workforce Skills – A New Accreditation Approach

➤ Mapping Exercise

Manage Time	Real-World Example
<ul style="list-style-type: none">✓ Prioritize tasks✓ Estimate time required to complete tasks✓ Create a time management plan✓ Complete planned tasks✓ Control time-wasters	<p>A truck driver optimizes her time to deliver loads by planning optimal driver routes, avoiding city streets and traffic, and adhering to a tight schedule.</p>

Essential Workforce Skills – A New Accreditation Approach



➤ Accreditation “Badge”

- By Program
- School Maps Skills to Curricular and Co-Curricular projects
- School Demonstrates Introduction, Engagement, Practice
 - Not a Measure of “Competence” or “Mastery”
 - Lifelong Development of EWS
- Upon Demonstration, Earns Accreditation Badge
- Assisted by MaxKnowledge (CareerPrepped, Robert Starks)

Essential Workforce Skills – A New Accreditation Approach

- **Why Do This...**
- **Employers** Need These Skills for the Workforce
- **Students** Need These Skills for the Workforce
- **Differentiation**



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