



# Family & Educator Partnership



## Job Skills to work on at home, at school and in the community

According to Manpower, an international employment and job placement agency, the following skills are at the top of the list for employers when they are interviewing for new employees.

These are all skills that students can practice at school, in the community and at home. As you glance through the list, think about activities that could help your child practice and improve one or several of these skills.

- Verbal and written communication skills
- Honesty and integrity
- Interpersonal skills
- Teamwork skills
- Strong work ethic
- Motivation and initiative
- Flexibility and adaptability
- Computer skills
- Analytical skills
- Organizational skills

Perhaps you would like to focus on 2 or 3 of the skills. Some examples are listed below:

- Verbal and written communication skills (speech, drama, letter writing, writing and telling stories)
- Honesty and integrity (playing games and following the rules)
- Interpersonal skills (knowing how to get along is a life long skill; children can practice by playing with others, following their rules, working together on a project with friends, neighbors, or even brothers or sisters)
- Teamwork skills (little league, soccer, baseball, kick ball, 4-H, working on projects, volunteering)
- Strong work ethic (children learn by example and from high expectations: expect high quality work and completion of any project or chore that is started)
- Motivation and initiative (encourage ideas and follow-through; take turns deciding activities for the day, planning trips or themenu for dinner or lunch)
- Flexibility and adaptability (provide opportunities for the unexpected; life is not predictable, and we all have to learn to livewith that; children can practice by coming up with options when “Plan A” does not pan out)
- Computer skills (opportunities at home or at the local library, classes, projects)
- Analytical skills (problems big and small need to be solved; provide opportunities for children to come up with solutions for day to day issues that arise)
- Organizational skills (Clean your room? Seriously, there are many options for helping our children learn how to be organized, including helping them by providing structure and instruction, and setting expectations)

There are many easy ways you can help children and young adults practice the skills (referred to as employability or “soft skills”) that employers are looking for in their future employees. You might notice that no technical skills made the top 10 list from employers, and all the skills they listed are skills we can help our children learn with every day activities.

For more information contact the Family & Educator Partnership:

Loni Jorgenson, 641.355.4242 or 800.392.6640 or April Wooldridge, 641.485.9166 or 641-753-3564.



Central Rivers Area Education Agency (AEA) does not discriminate on the basis of race, color, creed, gender, marital status, national origin, religion, age, sexual orientation, gender identity, socioeconomic background or disability in its educational programs, activities, or employment practices as required by all applicable Equal Employment Opportunity and Affirmative Action laws, directives, and regulations of federal, state and local governing bodies and agencies. Students, parents of students, applicants for employment and employees of Central Rivers AEA shall have the right to file a formal complaint alleging non-compliance with federal and state regulations requiring nondiscrimination in educational programs and employment. Inquiries concerning application of this statement should be addressed to: Karl Kurt, Equity Coordinator, Central Rivers AEA, 1521 Technology Pkwy, Cedar Falls, Iowa 50613, Telephone: 800-542-8375.