

21st Century Work Ready

ACTIVITY BOOK



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STUDENT NAME

STUDENT NUMBER

Employability Edge

jcucares.info/edge

Activity 2

Use the [JobOutlook Skills Match](#) tool and search past work positions (retail assistant) and discipline careers (nurse) to identify key transferable skills. Select the 'Jobs That Use Your Skills' button and review the related professions that you find interesting.

Complete the table below with your findings and reflections.

JOB/PROFESSION (past or in-training)	KEY TRANSFERABLE SKILLS JOB OUTLOOK WEBSITE	RELATED JOBS YOU FOUND INTERESTING	THOUGHTS/ COMMENTS
Example: Nurse Practitioner	Helping and caring for others, Negotiating and resolving conflicts, Training and teaching others, Giving expert advice, Building good relationships, Building good relationships, Leading and encouraging a team, Making decisions and solving problems, Making sense of information and ideas	Health Education Adviser/ Reviewer, Student Counsellor, Welfare Worker	After graduating and working as a nurse, I might consider a career shift that allows me to keep helping people by moving into the education or welfare sector

Activity 3

Audit your current command of the Top Ten 21st Century Skills from the World Economic Forum.

SKILL	RATING (Competent, Strength or Need to Develop)	STAR Description of the experience, or your plan to develop that skill STAR: S – Situation, T-Task, A-Action, R-Result
Example: Coordinating with others	Strength	During my time with the Toastmasters Club, we could not meet due to COVID-19 pandemic restrictions, so I came up with the idea of organising 'Virtual Feasts' at which we would still share a meal and speeches and give each other feedback. I devised a plan that I presented to the club's management and I recruited virtual volunteers and coordinated their work. As a result, the club successfully continued delivering on its mission throughout the pandemic without losing members.
Complex problem solving		
Critical thinking		
Creativity		
People management		
Coordinating with others		

SKILL	RATING (Competent, Strength or Need to Develop)	STAR Description of the experience, or your plan to develop that skill STAR: S – Situation, T-Task, A-Action, R-Result
Emotional intelligence		
Judgment and decision making		
Service orientation		
Negotiation		
Cognitive flexibility		

Activity 4

Draft your skill development plan.

WHEN	WHICH TOP TEN SKILL DO YOU WANT TO DEVELOP	WHAT TRANSFERABLE SKILLS DO YOU HOPE TO DEVELOP	PURPOSE OF SKILL DEVELOPMENT	ACTIVITY, LINKS, CONTACTS	REFLECTION ON PERSONAL AND PROFESSIONAL DEVELOPMENT
Example: SP2, 2021	Cognitive Flexibility	Communication, Networking skills, Public speaking	Influencing people for good Community connectedness	Toastmasters Club https://www.facebook.com/TownsvilleUniversity Toastmasters	I always knew that I was not good at 'adlib' speaking, but have learnt that with notes and practice I can deliver very effective, engaging and influential speeches which will help me in my plans to effect social change. I am no longer scared and know that the audience wants me to succeed. I also feel connected to a new, positive community.

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