Show Me Your Skills

Do you know what skills youth develop by taking part in 4-H experiences and activities? This activity helps teens identify the skills they develop in 4-H and translate them into language that “counts” to employers. By doing so, they can discuss ways to capitalize their 4-H experiences for in the future. They can also discover areas in which they may need more experience.

Youth Will Learn

Workforce Skills: Marketable personal qualities and abilities
Success Indicators: Youth will determine the 21st century skills they possess. Youth will set goals to help improve their skills.

What You Need:

Time Involved: 30 minutes
Suggested Group Size: Any
Materials Needed:
- Skills for Success - 21st Century Skills Handout
- My 21st Century Skills Worksheet
- Pens or pencils
- Flipchart paper or large poster board
- Markers
- Laptop
- Podcast- Turning 4-H Experience into Work Experience
  mms://streaming1.osu.edu/ag/miami_county/Workforce_Prep.wmv

Facilitator Tips:

Before the activity session, write the six main skills categories (Thinking Skills, Communication, Technology Adoption and Application, Lifelong Learning and Self-direction, Professionalism and Ethics, and Teamwork and Leadership) from the Skills for Success handout on flipchart paper or large poster board and display them throughout the room.

The Activity

1. Review the “Skills for Success- 21st Century Skills” handout with the teens (Handout 1). Discuss the six main categories of skills. Have them brainstorm about ways that they may exhibit the skill categories when doing their work as camp counselors. Write down the skill categories on flip chart paper and allow them to write down their answers to the brainstorming activity on the charts.
2. Have youth individually work on their “My 21st Century Skills” assessment (Handout 2). Review the directions given with the worksheet. Explain to them that this assessment is a good tool to assess their skills and look for areas in which they can improve. Remind them to be honest and to challenge themselves. Allow 5-10 minutes to fill out the worksheet including the questions at the bottom.

3. Once everyone has finished the assessment, have them share two strengths and one skill they would like to work on with their neighbor.

4. Have the teens share with the large group any areas in which they wish to improve. Write down the improvement areas on the flipchart paper or poster board.

5. For those areas the teens wish to improve, have them brainstorm ways that they can do so.

6. Share the “Turning 4-H Experience into Work Experience” podcast with the teens (if equipment is available). We now know what skills you have, now watch this brief podcast which further talks about connecting your 4-H experience into a work experience. Discuss with the teens what they learned after viewing the podcast

---

**Talk It Over**

**Share**
- What skill areas are your strongest?
- What skill areas do you wish to improve?

**Process**
- What did you learn about the skills you have?
- In what ways can you work to improve the skills you wish to strengthen?

**Generalize**
- Have you ever thought about these skills as being important?
- Were there skill areas that surprised you?

**Apply**
- Why do you think the skills such as thinking skills, teamwork, and leadership are valued by employers?
- Why is it important to think about this?
# Thinking Skills
Thinking skills include critical thinking, problem-solving, creativity, and innovation.

**Expert thinking skills involve the ability to:**

- evaluate relevance, assess accuracy, and use information to solve problems.
- think creatively and to generate new ideas and innovative solutions.
- understand how systems (e.g., social, organizational) work, how to operate within them, and make improvements.

## Communication
The ability to communicate effectively using the range of methods and tools available in today’s environment.

**Communication skills include an ability to:**

- listen, interpret and convey information to others.
- articulate thoughts/ideas clearly and effectively orally and in writing (e.g. one-on-one communication and larger group/public speaking skills, writing instructions).

## Technology Adoption and Application
A firm foundation of technology skills includes:

- a sound understanding of technology concepts, systems, and operations.
- selecting and using appropriate technology to accomplish a given task.
- can identify and solve problems with technology.

## Lifelong Learning and Self-direction
A willingness to take responsibility for continually improving capabilities and skills which includes:

- taking responsibility to set goals and improve skills through mentoring, training, formal education, or other learning activities.
- showing initiative by soliciting and receiving feedback, and learning from one’s mistakes.

## Professionalism and Ethics
Demonstrate personal accountability, effective work habits, and ethical behavior through:

- managing time well and meets scheduled deadlines.
- respecting others and working well with people from diverse backgrounds.
- having a positive attitude about work.
- being punctual, honest, and responsible.

## Teamwork and Leadership
The interpersonal skills to work effectively in a team and provide leadership include an ability to:

- work cooperatively with others and contribute to a group effort.
- build collaborative relationships, work with diverse teams, negotiate and manage conflict.
- motivate an individual or group, bring out the best in those around them to inspire innovation and performance.
- leverage the strengths of others to achieve common goals; use interpersonal skills to coach and develop others.

## Increasingly Important Skills & Content Areas
When asked about skills that will become more important and emerging content areas most critical for the future, employers frequently cite the skills for success described above and add:

- foreign languages – as a tool for understanding other cultures.
- personal financial responsibility – managing finances and planning for the future.
- entrepreneurial skills – enhance productivity and expand career options.
- diversity – ability to learn from and work with individuals representing diversity in its broadest sense.
### My 21st Century Skills

*Place an X in the box that most accurately describes your current level of the skill listed in the left hand column. Be honest with yourself.*

<table>
<thead>
<tr>
<th>Skill</th>
<th>I am a role model at this</th>
<th>I definitely have this quality</th>
<th>I am pretty good at this</th>
<th>I need to work on this</th>
<th>I need help with this</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Problem Solving:</strong> can use knowledge and facts to solve problems, think through difficulties</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Oral Communication:</strong> have effective speaking skills one-on-one and in front of a group, am a good listener</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Written Communication:</strong> effectively transfer thoughts to paper, write reports</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Teamwork:</strong> work well with others, manage conflicts within groups</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Diversity:</strong> learn from working with individuals of different races, ages, genders, religions, lifestyles, and viewpoint</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Technology:</strong> select and use appropriate technology, can use a computer to help do a job</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Leadership:</strong> encourage the strengths of others, develop others towards a common goal, have a positive outlook</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Creativity:</strong> create original work, communicate new ideas, brainstorm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Self Direction:</strong> continuously gain new knowledge and skills, learn from mistakes, stay on task</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Work Ethic:</strong> have effective work habits and time management, am punctual, productive, honest</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Social Responsibility:</strong> demonstrate ethical behavior and responsible actions with interests of community in mind</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Which **two** 21st Century Skills would you like to improve?

What steps will you take to improve these skills?

Source: JET Program Package, Arnett, Krogel, Catchpole, Cochran, 2009