

<b>Title</b>	"What are soft skills?"
<b>Grade Level</b>	Middle and High School
<b>Focus</b>	Soft Skills

<b>Objectives</b>	
<b>The student will...</b>	list a variety of soft skills, individually, in small groups, and as a whole class.
	analyze the data they gather regarding soft skills.
	share, written and/or orally, their analysis and interpretation of soft skills information gathered.

<b>PA Standards</b>			
<b>Career Education and Work</b>	<ul style="list-style-type: none"> <li>▪ <b>13.2.E:</b> Explain, in the career acquisition process, the importance of the essential workplace skills/knowledge, such as, but not limited to: commitment, communication, dependability, health/safety, laws and regulations, personal initiative, self-advocacy, scheduling/time management, team building, technical literacy, technology.</li> </ul>		
<b>English Language Arts</b>	<ul style="list-style-type: none"> <li>▪ <b>1.4.9 – 10.A; 1.4.11 – 12.A:</b> Write informative/explanatory text to examine and convey complex ideas, concepts, and information clearly and accurately.</li> <li>▪ <b>1.5.9 – 10.A; 1.5.11 – 12.A:</b> Initiate and participate effectively in a range of collaborative discussions on grade-level topics, texts, and issues, building on others' ideas and expressing their own clearly and persuasively.</li> </ul>		
<b>Artifact Opportunity</b>	<ul style="list-style-type: none"> <li>▪ The <b>Optional Extension Activity</b> can be used as an artifact representing standard <b>13.2</b>.</li> </ul>		
<b>Videos</b>	<table border="0"> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <li>▪ <b>2018 Pittsburgh Central videos</b></li> <li>○ <b>Link:</b> <a href="https://www.whatssocool.org/previous-contests/pittsburgh-central-2018/">https://www.whatssocool.org/previous-contests/pittsburgh-central-2018/</a></li> <li>○ <b>QR Code:</b> </li> </ul> </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <li>▪ <b>2018 Pittsburgh East videos</b></li> <li>○ <b>Link:</b> <a href="https://www.whatssocool.org/contests/pittsburgh-east/">https://www.whatssocool.org/contests/pittsburgh-east/</a></li> <li>○ <b>QR Code:</b> </li> </ul> </td> </tr> </table>	<ul style="list-style-type: none"> <li>▪ <b>2018 Pittsburgh Central videos</b></li> <li>○ <b>Link:</b> <a href="https://www.whatssocool.org/previous-contests/pittsburgh-central-2018/">https://www.whatssocool.org/previous-contests/pittsburgh-central-2018/</a></li> <li>○ <b>QR Code:</b> </li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>2018 Pittsburgh East videos</b></li> <li>○ <b>Link:</b> <a href="https://www.whatssocool.org/contests/pittsburgh-east/">https://www.whatssocool.org/contests/pittsburgh-east/</a></li> <li>○ <b>QR Code:</b> </li> </ul>
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Lesson Plan	
<b>Materials Needed</b>	<ul style="list-style-type: none"> <li>• Index cards</li> <li>• Stickers or small post-it notes</li> <li>• Soft Skills Worksheet</li> </ul>
	<ul style="list-style-type: none"> <li>• Analysis of Soft Skills Worksheet</li> <li>• Internet access</li> <li>• “What’s So Cool About Manufacturing?” videos</li> </ul>
<b>Prior Knowledge</b>	<ul style="list-style-type: none"> <li>• Soft Skills               <ul style="list-style-type: none"> <li>○ In order to properly engage with this lesson, the teacher will need a general understanding of soft skills and be able to share a few examples.</li> <li>○ Soft skills are generally defined as abilities that enable someone to work well with others in the workplace.</li> <li>○ Some examples of soft skills include critical thinking, communication, collaboration, and creativity (those are often referred to as the 4Cs); others include self-motivation, leadership, responsibility, self-awareness, decisiveness, problem-solving, and conflict resolution.</li> </ul> </li> </ul>
<b>Procedures and Activities</b>	<ul style="list-style-type: none"> <li>• <b>Warm-Up</b> <ul style="list-style-type: none"> <li>○ <i>What are soft skills? [2 minutes]</i> <ul style="list-style-type: none"> <li>▪ “In 2 – 3 sentences, explain what you think soft skills are and why they are important.”</li> </ul> </li> </ul> </li> <li>• <b>Body</b> <ul style="list-style-type: none"> <li>○ <i>Identifying Soft Skills [35 minutes]</i> <ul style="list-style-type: none"> <li>▪ As a class, have a brief discussion of how students answered the warm-up, prompting them to identify specific soft skills.</li> <li>▪ Then, students list as many soft skills as they can in 5 minutes in the left column of the <b>Soft Skills Worksheet</b>.</li> <li>▪ Working in groups of 2 – 3, students compile a list of all the soft skills they identified, writing each skill on a separate index card.</li> <li>▪ The group then decides what each soft skill means. On the back of each card, they write a brief definition or an example of the soft skill.</li> <li>▪ Next, the students lay the index cards out on a desk and give each group member 5 stickers or small post-it notes. Silently, each group member places one sticker on the card of each soft skill that they feel is the most important. Once all votes have been cast, the group chooses the 5 index cards with the most votes. Each student then fills out the bottom left box of the <b>Soft Skills Worksheet</b>.</li> <li>▪ As a class, watch the following Pittsburgh Central videos (or other videos of the teacher’s choosing): Ace Wire Spring, Aero Technology, Jennison Manufacturing, and Parker Hannifin.</li> <li>▪ While watching the videos, each student should fill out the right column of the <b>Soft Skills Worksheet</b>.</li> </ul> </li> <li>○ <i>Analyzing Soft Skills [5 minutes]</i> <ul style="list-style-type: none"> <li>▪ Finally, each student should compare the lists in front of them—the skills they identified, the skills mentioned in the videos, and the top 5 listed by their group—and analyze the information that they see.</li> <li>▪ After having a few minutes to analyze the lists, have each student complete the <b>Analysis of Soft Skills Worksheet</b>.</li> </ul> </li> </ul> </li> <li>• <b>Closing</b> <ul style="list-style-type: none"> <li>○ <i>Analysis Share [3 minutes]</i> <ul style="list-style-type: none"> <li>▪ Ask students to share their analysis of the soft skills information they gathered today.</li> </ul> </li> </ul> </li> </ul>

—Continued—

- **Optional Extension Activity**

- Assign students a written reflection including some or all of the following:
  - Based on all of the soft skills work you have completed today, write a reflection including the following:
    - Which soft skills are your strongest? How do you know this? When do you use them?
    - Which soft skills are your weakest? What can you do to increase your abilities with them? Why would it be beneficial for you to do so?

## Soft Skills

Soft Skills Identified by Me		Soft Skills Mentioned in Videos	
1.		1.	
2.		2.	
3.		3.	
4.		4.	
5.		5.	
6.		6.	
7.		7.	
8.		8.	
9.		9.	
10.		10.	
11.		11.	
12.		12.	
13.		13.	
14.		14.	
15.		15.	
Top 5 Soft Skills Identified by Group		Skills That are Listed in More Than One Place	

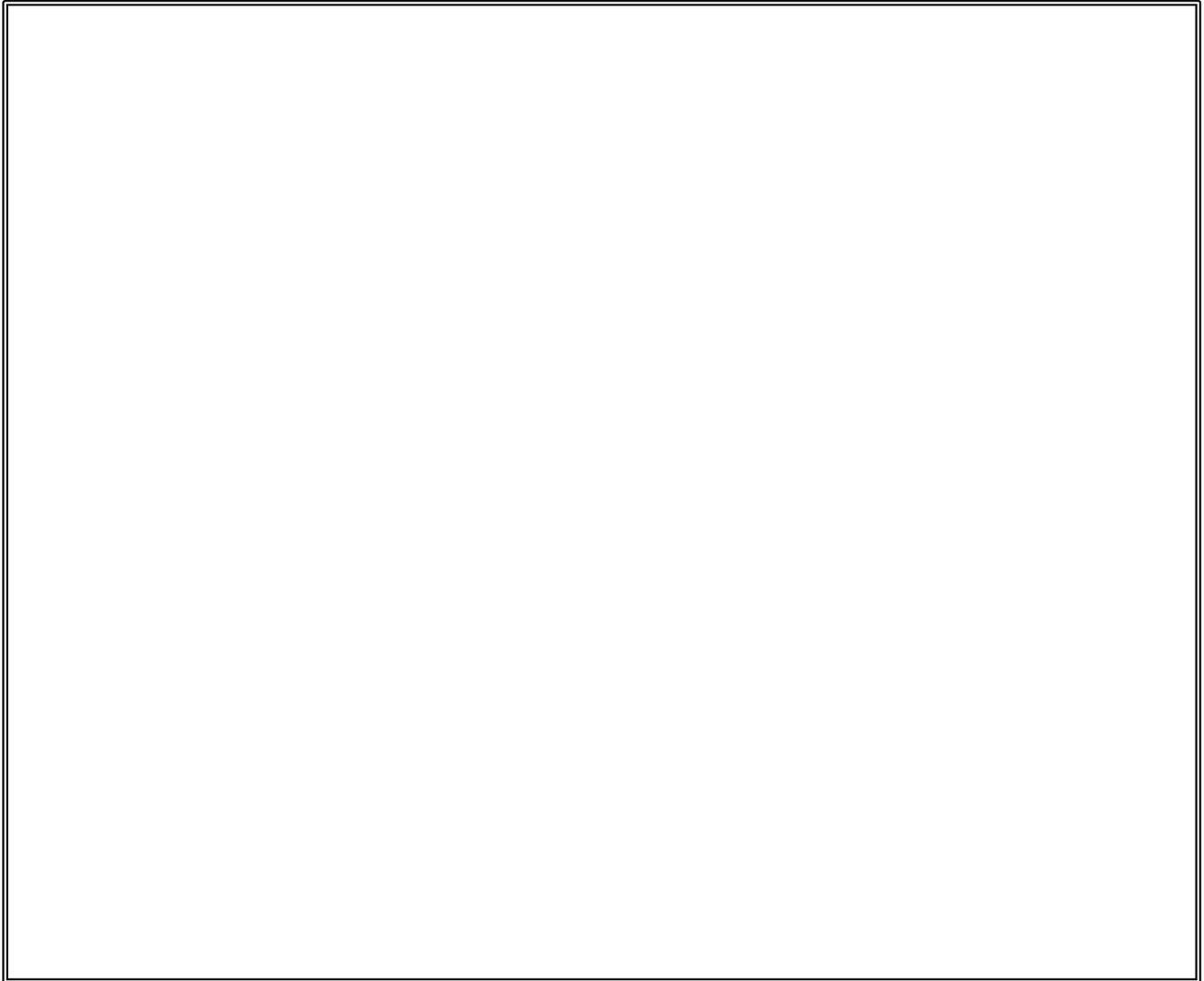
## Analysis of Soft Skills

**Directions:**

Looking at all of the information that you have gathered today, take some time to analyze your findings. After reading and reflecting on the Thinking Questions, write down your thoughts in the space provided below.

**Thinking Questions:**

- Compare the lists that you have created today—your individual list, the group list, and the video list. What do you observe?
- Is there overlap between the lists? Or, are they completely different?
- Why do you think these are the results?
- If the lists are similar, what does this tell you? If they are different, what does this tell you?

A large, empty rectangular box with a thin black border, intended for students to write their responses to the thinking questions.