

Handout 1. Comparison of 21st Century and Employability Skills

21st Century Skills

Cognitive

- Critical thinking
- Problem Solving
- Decision Making
- Analysis
- Active listening
- Interpretation
- Information and communication technology
- Adaptive learning
- Creativity
- Reasoning

Interpersonal

- Responsibility
- Leadership
- Empathy
- Negotiation
- Conflict resolution
- Collaboration
- Cooperation
- Teamwork

Intrapersonal

- Integrity
- Adaptability
- Self-monitoring
- Curiosity
- Continuous learning
- Initiative
- Productivity
- Metacognition
- Self-direction
- Perseverance
- Responsibility
- Work ethic

Employability Skills

Applied Knowledge

- Ability to use mathematical strategies and procedures
- Think critically
- Think creatively
- Make sound decisions
- Solve problems
- Reason
- Plan
- Organize

Effective Relationships

- Working with others
- Responding to needs
- Exercising leadership
- Ability to resolve conflicts
- Respect individual differences
- Self-discipline
- Flexibility
- Independence
- Willingness to learn
- Integrity
- Professionalism
- Take responsibility to learn
- Shows initiative
- Has positive attitude

Workplace skills

- Analytical skills
- Organizational skills
- Understands and uses technology
- Manages resources such as time, money, materials
- Locates, organizes, uses, communicates, and analyzes information
- Communicated verbally and written
- Understands, uses, monitors and improves systems

