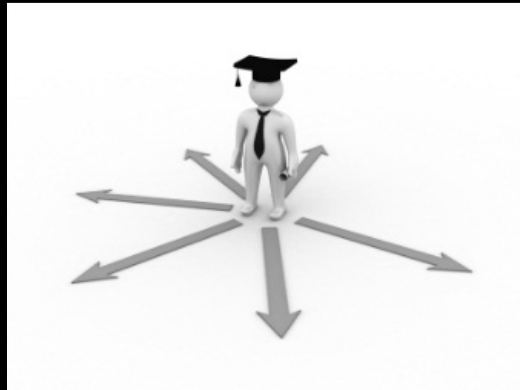


Soft Skills: A Key Ingredient for Career Success

2020 ACE of Florida Virtual Conference



Lesley Mace

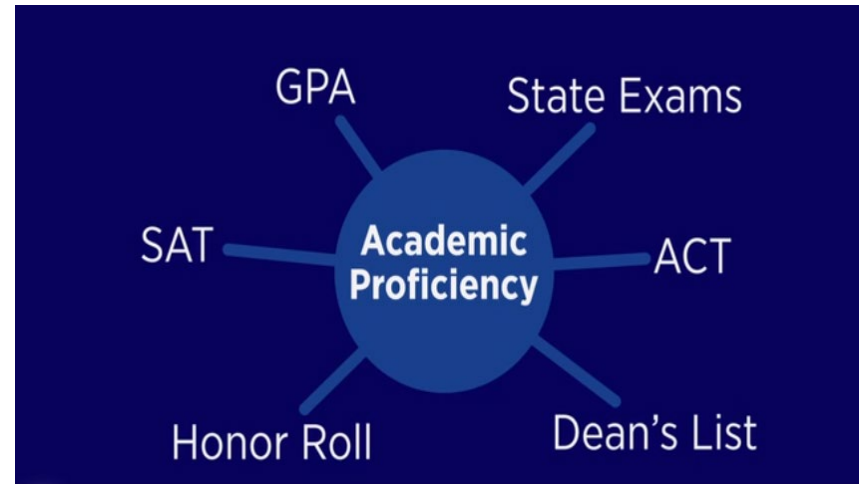
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Employability Skills Include:

- **Academics and critical thinking**
 - Reading, writing, math, decision making, problem solving, analysis, planning, technology use, etc.
- **Occupational skills**
 - The experience, education, and/or training to do the job.
- **Soft skills**
 - Communication, teamwork, responsibility, successful interpersonal relationships, leadership, time and resource management, adaptability, integrity, etc.



Why Are Employability Skills Important?

- Employability skills are those needed to
 - Get a job,
 - Career exploration and self assessment
 - Academics
 - Occupational skills
 - Keep a job,
 - Applied academic knowledge and occupational skill
 - Continued learning
 - Succeed in a job!
 - Soft skills



Soft Skills Survey

Wall Street Journal Business
Executive Survey:

- 90% said soft skills are equally or more important than technical skills
- 89% said it was very or somewhat difficult to find people with these attributes

What are
Soft Skills?

Why are they
important?

What are soft skills?

LinkedIn Hiring Manager Survey:

- 58% say a lack of soft skills in job candidates is limiting their company's productivity
- Ability to communicate was deemed most important

- Communication
- Enthusiasm & Attitude
- Teamwork
- Networking
- Problem Solving & Critical Thinking
- Professionalism

Keeping a Job

What is the primary reason employees lose their jobs?



Attendance and **punctuality**
are the primary reasons
employees get **fired**.

Importance of Soft Skills



The next reason for termination is
poor quality work.

The Winning Edge

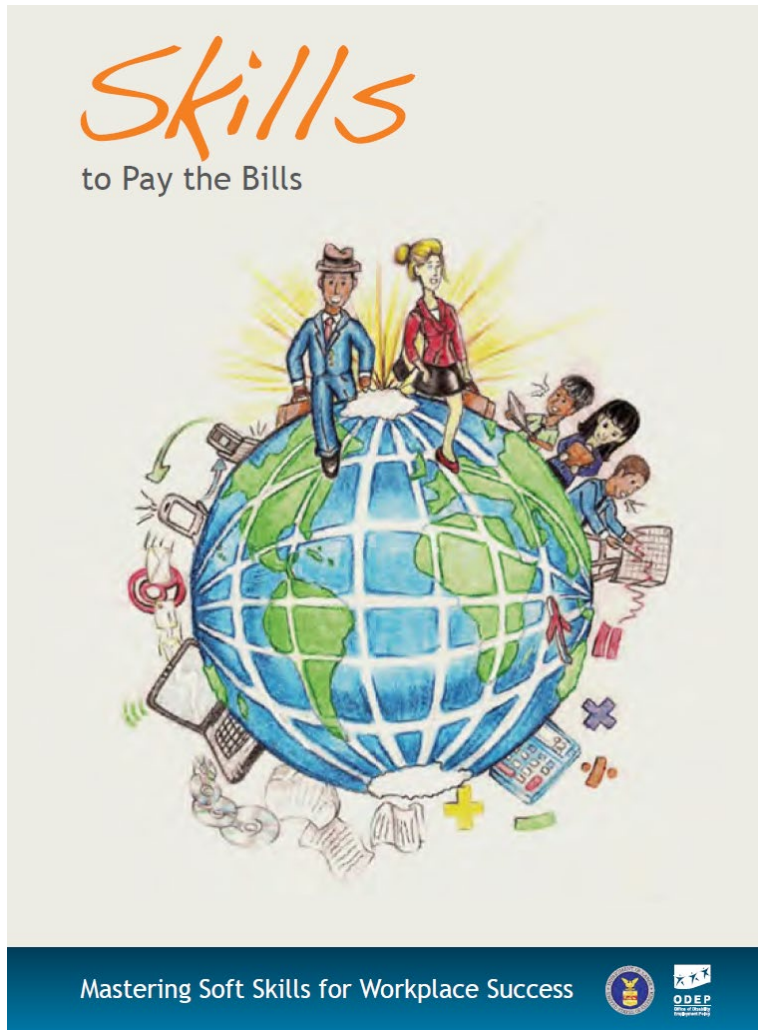
Success is 15% Hard Skills
And 85% Soft Skills

Soft skills give you that
winning edge to move ahead
in personal, professional and
social lives.



**"We now have very hard evidence that you have to have
soft skills in order to succeed."**

- James Heckman, Economist and Nobel Laureate



- Developed by U.S. Department of Labor
- Focuses on teaching “soft” or workforce readiness skills to youth and young adults
- Modular hands-on, engaging activities
- Focuses on the six key soft skills areas
- Includes short videos

<https://www.dol.gov/agencies/odep/topics/youth/transition/soft-skills>

Communication



Communication skills are ranked **FIRST** among a job candidate's "must have" skills and qualities.

Skills Employers Desire

Communication

- Verbal (sounds, language, and tone of voice)
- Aural (listening and hearing)
- Non-verbal (facial expressions, body language, and posture)
- Written (journals, emails, blogs, and text messages)
- Visual (signs, symbols, and pictures)

Why Are Communication Skills Important?

- It is important to develop a variety of skills for both communicating TO others and learning how to interpret the information received FROM others.
- To an employer, good communication skills are essential.



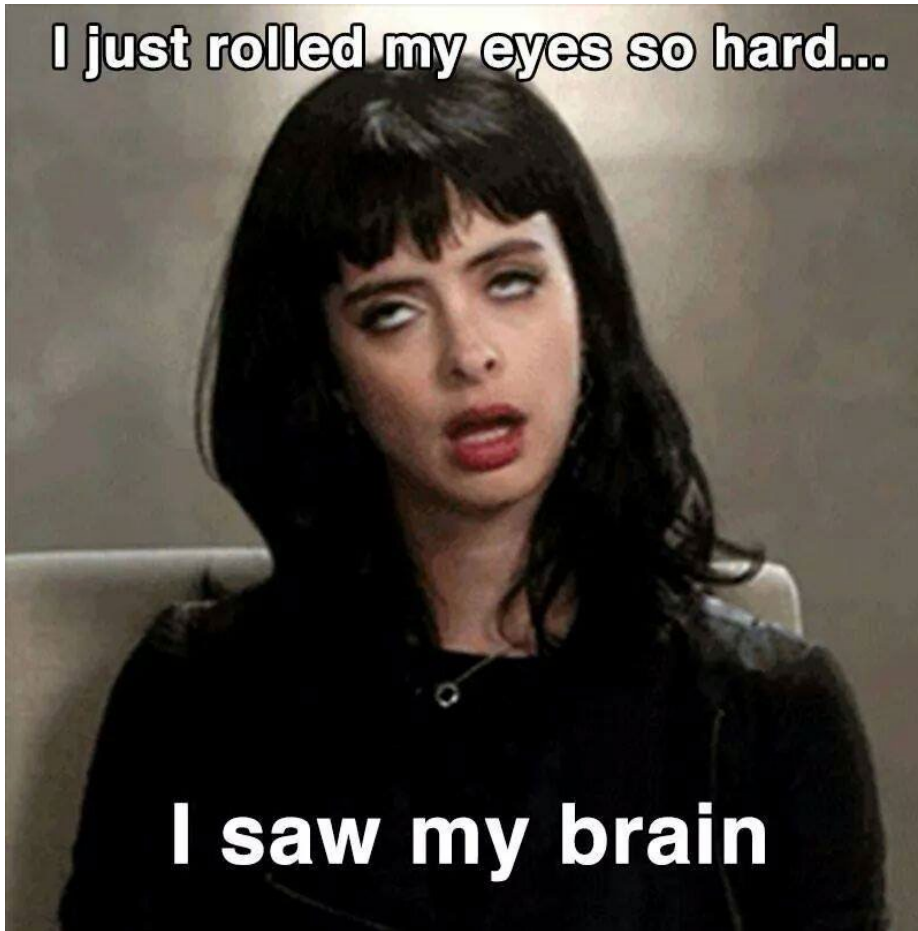
Communication Activities

Listen Hear!

- This quick activity is designed to get participants to start thinking about the importance of two-way communication.



Communication Activities



- What's the Point?
- Flipping the Switch
- Oh Puh-leeze!
- Quit Talkin'! I know
What to Do: *Read everything before you do anything*



Enthusiasm & Attitude

Having a positive attitude in the workplace can help with potential promotions. Employers promote employees who not only produce, but also motivate others in the workplace.



Skills Employers Desire

Enthusiasm & Attitude

- Initiative/Self-starter
- Be goal driven
- Do more than is expected
- Remain positive
- Work Ethic
- Be excellent

“Be hungry.....have a desire to learn.”

“Our employees must be a self-starters to get ahead here.”

“Admit your mistakes so they can be fixed quickly”

Enthusiasm & Attitude Activities

Never Underestimate the Power of PMA

- PMA, or Positive Mental Attitude, is one's ability to maintain the belief that he or she can transform or change a tough situation into something better.
- This activity will help participants take difficult situations and find ways to EMPOWER themselves to turn negative thinking into positive thinking.



Never Underestimate the Power of PMA

Each participant will take turns rolling the dice two or three times and complete the following statement upon each roll:

Roll a 1: I am thankful for...

Roll a 2: Other people compliment me on my ability to...

Roll a 3: Something I would like other people to know about me is...

Roll a 4: I feel really good about myself when....

Roll a 5: I am proud of my ability to...

Roll a 6: Something nice I recently did for someone else was...



Enthusiasm & Attitude Activities

Life is Full of Hard Knocks

- Failing is a part of life. In fact, it accounts for many, many successes – for without failing, success is almost impossible.
- Learning how to bounce back from failure is not always easy, but it is necessary.

A photograph of Michael Jordan in a Chicago Bulls jersey, number 23, in a dynamic pose as if he is about to shoot a basketball. The image is part of a quote graphic with a black background.

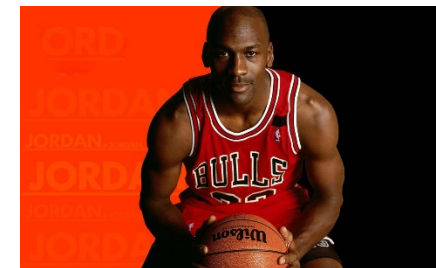
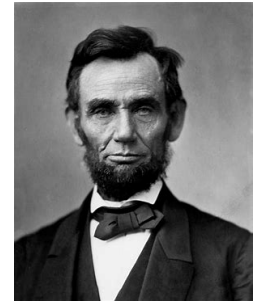
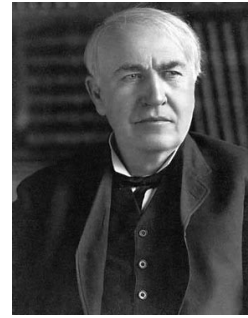
I've missed more than 9000 shots in my career.
I've lost almost 300 games.
26 times, I've been trusted to take
the game winning shot and missed.
I've failed over and over and over again in my life.
And that is why I succeed.

- Michael Jordan

Activity 7a. Success or Failure?

CAN YOU NAME....

1. ...a famous person who was defeated seven times while running for political office?
2. ...a cartoonist who was told by the editor of the Kansas City newspaper, "It's easy to see from these sketches that you have no talent."
3. ...an author whose first children's book was rejected by 23 different publishers?
4. ...a famous singer who was fired after his first performance at the Grand Ole Opry?
5. ...a famous actress who dropped out of high school and held a variety of odd jobs, including doing the hair and make-up for corpses, before finally succeeding in show business?
6. ...a famous author who lived on welfare for years in an apartment infested with mice?
7. ...a famous athlete who was cut from the varsity basketball team his sophomore year in high school?
8. ...an inventor who was thrown out of school in the early grades because his teachers thought he couldn't learn?
9. ...a famous Harvard University drop out?
10. ...an inventor of a fried chicken recipe that was rejected by more than 1000 restaurant owners?



Teamwork



The ability to work as part of a team is one of the most important skills in today's job market. Employers are looking for workers who can contribute their own ideas, but also want people who can work with others to create and develop projects and plans.

Skills Employers Desire

Teamwork

- Collaboration & team skills
– must be able to work with others
- Ability to build and maintain relationships
- Work as a team both with those in the same location and those who are remote



Teamwork is Essential to Success

Teamwork involves building relationships and working with other people using a number of important skills and habits:

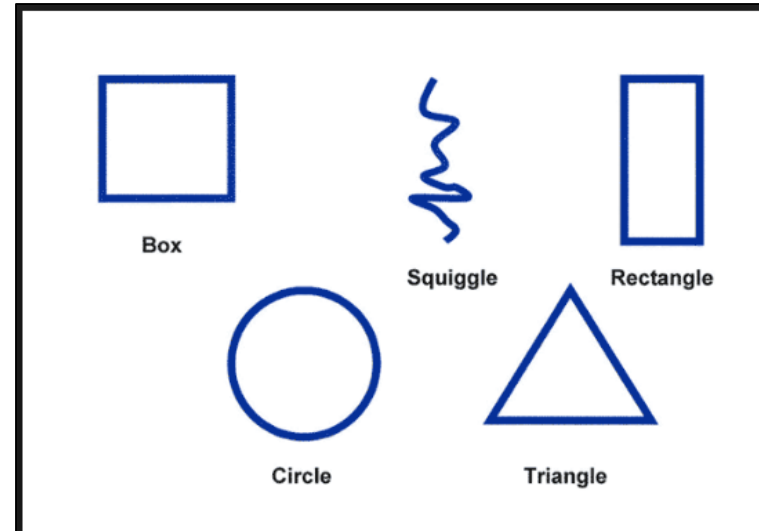
- Working cooperatively
- Contributing to groups with ideas, suggestions, and effort
- Communication (both giving and receiving)
- Sense of responsibility
- Healthy respect for different opinions, customs, and individual preferences
- Ability to participate in group decision-making



Teamwork Activities

How Many Shapes Does it Take?

- It takes all types of team members to create a balanced, cohesive team.
- This activity will give participants the opportunity to gain a better understanding of the roles different people play on a team and the importance of each role.



Teamwork Activities

How Many Shapes Does it Take?

- Teams are made up of people who perform different roles.
- Think about a sport team. What might happen if one basketball player hogged the ball all of the time?
- Not only does it take different types of players to make a team effective; it takes all kinds of shapes, too.
- There are five different shapes hanging around the room. What if I told you that knowing whether you, your co-workers and friends are squares, rectangles, circles, triangles, or squiggles could help you build better teams and better careers?
- **Take a minute to think about what shape is most appealing to you.**



Box



Squiggle



Rectangle



Circle



Triangle

Teamwork Activities

How Many Shapes Does it Take?

Square: you are a organized, logical, and hardworking person who likes structure and rules. Sometimes you have trouble making decisions because you always want more information. You feel most comfortable in a stable environment with clear directions on what to do. You tend to like things that are regular and orderly. You will work on a task until it is finished, no matter what.

Spotting a square: they appear o move “straight,” use precise or specific gestures, love routine, and are very concerned with detail. You are also very neat in appearance and workspace. You do a lot of planning and are always prompt.



Box



Squiggle



Rectangle



Circle



Triangle

Teamwork Activities

How Many Shapes Does it Take?

Rectangle: you are courageous, exciting, and inquisitive explorer who always searches for ways to grow and change. You enjoy trying things you've never done before and love asking questions that have never been asked. You like structure, and will often be the person to be sure things are done the proper way, taking all rules and regulations into consideration. When you are given a task you will start organizing it to be sure it can be done in the most systematic way.

Spotting a rectangle: *These people often have "fleeting eyes and flushed faces." They also tend to giggle and they like variety. For example, they'll come into work early or late – but not on time. And those who have offices tend to be disorganized with a mishmash of furniture.*



Box



Squiggle



Rectangle



Circle



Triangle

Teamwork Activities

How Many Shapes Does it Take?

Triangle: you are a born leader who's competitive, confident, and can make decisions. You also like recognition. You are goal oriented and enjoy planning something out and then doing it (you are motivated by the accomplishment). You will tend to look at big long-term issues, but might forget the details. When given a task you set a goal and work on a plan for it. American business has traditionally been run by triangles and, although usually men, more women are taking those roles today.

Spotting a triangle: They have powerful voices, love to tell jokes, and they play as hard as they work. They also tend to be stylish dressers.



Box



Squiggle



Rectangle



Circle



Triangle

Teamwork Activities

How Many Shapes Does it Take?

Circle: you are social and communicative. There are no hard edges about you. You handle things by talking about them and smoothing things out with everybody. Communication is your first priority. When given a task, you will want to talk about it. You are a “people person,” with lots of sympathy and consideration for others. You listen and communicate well and are very perceptive about other people’s feelings. You like harmony and hate making unpopular decisions.

Spotting a circle: They are friendly, nurturing, persuasive, and generous. They tend to be relaxed and smile a lot. They’re talkative, but have a mellow voice. They also have a full laugh and like to touch others on the shoulder and arm.



Box



Squiggle



Rectangle



Circle



Triangle

Teamwork Activities

How Many Shapes Does it Take?

Squiggle: you are “off-the-wall” and creative. You like doing new and different things most of the time and get bored with regularity. When given a task, you will come up with bright ideas about how to do it. But you don’t think in a deliberate pattern from A to B to C. Instead, you tend to jump around in your mind, going from A to M to X.

Spotting a squiggle: They can be “flashy,” dramatic, and extremely creative – and they don’t like highly structured environments. Both men and women squiggles tend to be funny and very expressive. They also have great intuition. Most performers and writers are squiggles.



Box



Squiggle



Rectangle



Circle



Triangle

Teamwork Activities

How Many Shapes Does it Take?

- Do you think people have the characteristics of more than one shape?
- Why do you think it is important to have all different shapes working on the same team?
 - The square, rectangle, and triangle are all **convergent**. This means they are working TOWARDS something specific and finite, and they do it in a logical and systematic way. But they might be lacking in personal creativity.
 - The circle and squiggle are **divergent**. This means they are creative, extroverted, and intuitive. They will reach out around them in new areas and to other people. But they aren't particularly systematic or dependable.



Box



Squiggle



Rectangle



Circle



Triangle

Networking



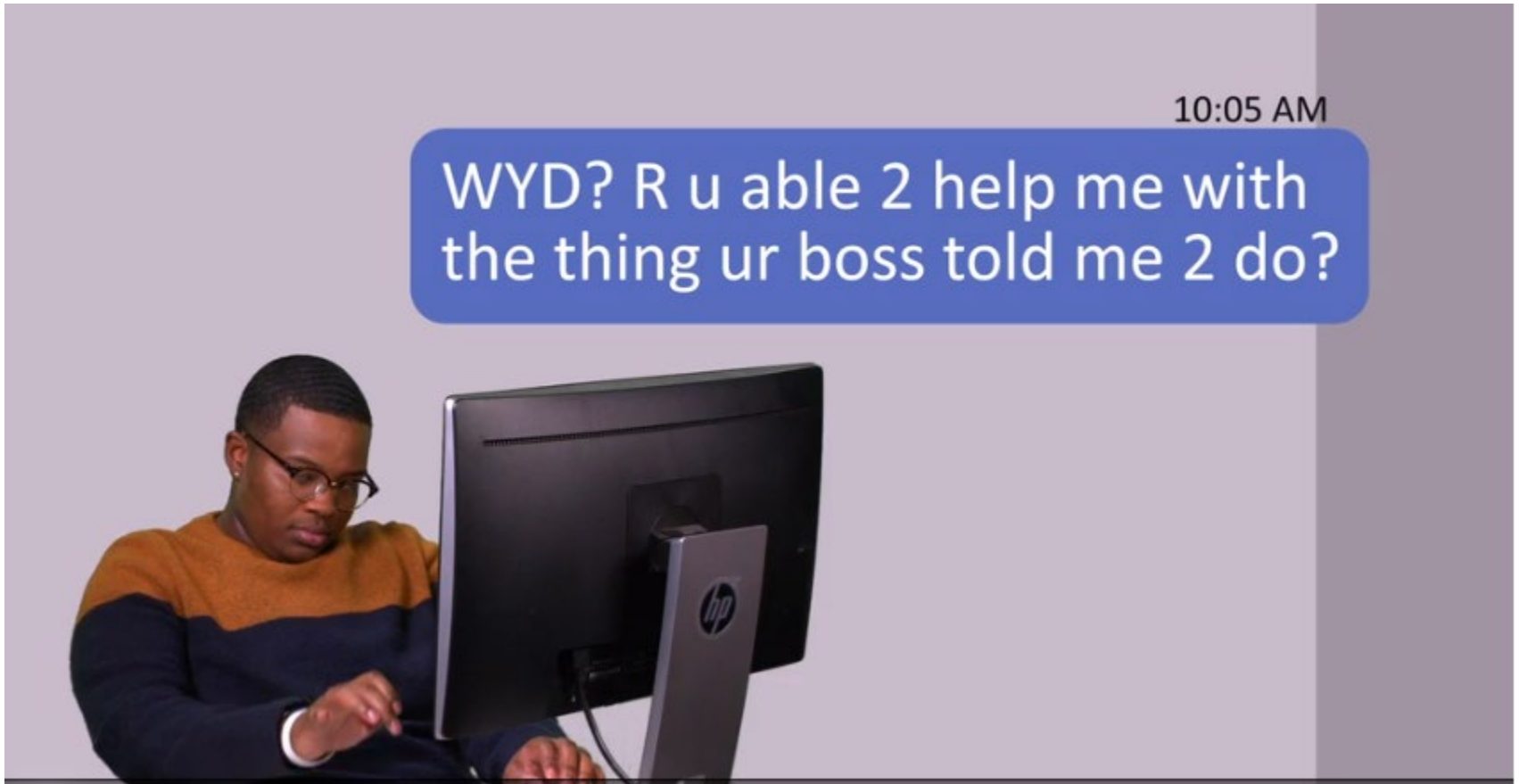
When it comes to finding a job, you've got to network! According to Cornell University's Career Center, 80% of available jobs are not advertised. These jobs are often referred to as the "hidden job market."

Skills Employers Desire

Networking

- Social media—how/when to use for work & networking
- Email (not texting)
 - Using complete sentences
 - Free of text abbreviations and emoticons
- Interviews
 - Appropriate work-related responses and questions

Email vs. Texting



Networking Activities

Text Vs. Email...Does it Really Matter?

- Many teens and young adults consider email an “adult” way to communicate and would rather communicate in real-time with texting or other forms of social media.
- When it comes time to apply to college or for a job, email skills will most likely be necessary. Therefore, an understanding of “email etiquette” is worthy of discussion.
- This activity will offer participants the chance to challenge themselves to translate text to English and then discuss some of the classic rules of email.



- Make sure your email address is business appropriate. Avoid addresses such as hotfoxychick@xyz.net, itsallaboutme@abc.com, or partyanimal@mno.me.

Virtual Learning

HOW TO EMAIL A TEACHER

1 SUBJECT LINE


2-5 word summary of the email

- Missing Grade
- Homework Question
- Late Work

2 BEGIN WITH A GREETING

- Good Morning
- Hello
- Good Afternoon

This is in the body
of the email



3 BODY OF THE EMAIL

- I am writing because.....
- I need help help.....
- I am confused by.....

4 CLOSING

- Thank you
- Have a nice day!

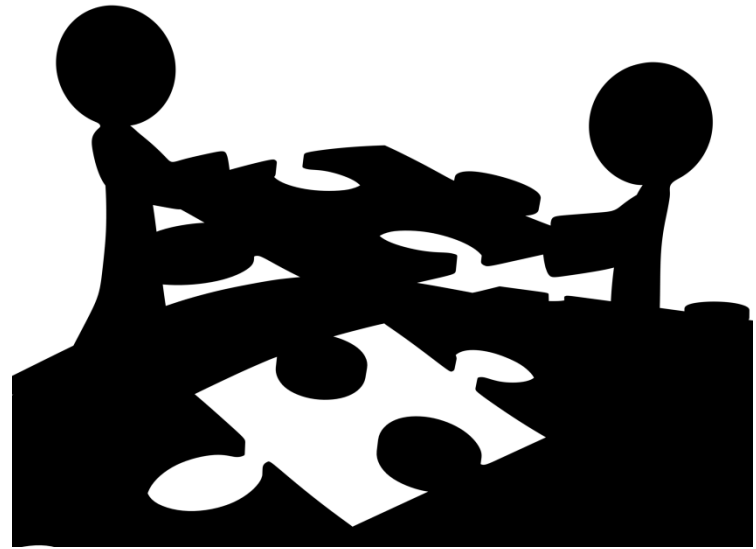


5 SIGN YOUR NAME!

General Tips:

- Be sure to use proper capitalization & punctuation.
- Always use proper grammar.
- Plz spell out ur words.
 - Please spell out your words.

Problem
Solving &
Critical
Thinking



Skills Employers Desire

Problem Solving and Critical Thinking

- Analyze simple to complex problems
- Apply reading, writing, and math skills in the workplace
- Use reputable sources
- Innovation & creativity



Problem Solving and Critical Thinking Activities

Praise, Criticism, or Feedback?

- In a work setting, we give and receive many different types of information.
- The purpose of this activity is to help participants determine the differences between criticism, praise, and feedback – not only how to offer it, but how to receive it as well

- *“You look great today.”*
- *“You’ve improved a lot this week.”*
- *I found it difficult to evaluate this resume because it was messy.”*
- *I liked it much better when we got to choose the projects instead of being assigned to one.*

Professionalism



Employers want new workers to be responsible, ethical, and team oriented, and to possess strong communication, interpersonal, and problem solving skills. Wrap these skills up all together and you've got professionalism.

Skills Employers Desire

Professionalism

- Customer service
- Respect
- Honesty
- Punctuality
- Appropriate attire
- Pay attention to detail



Professionalism



Emphasized **workplace professionalism**
as a sought-after skill.

Develop Your Game Face



Professionalism Activities

Professional Work Attitudes

- As an employee, your attitude at work contributes to your work environment and how you get along with your co-workers and supervisors.
- A positive attitude can improve morale and increase productivity for all.
- Activities generate a discussion about workplace attitudes (of both supervisors and co-worker) and how these attitudes impact those around us, as well as giving participants a quick way to rate themselves and their own professional actions.



Skills

to Pay the Bills



Mastering Soft Skills for Workplace Success



Skills to Pay the Bills

Mastering Soft Skills
for Workplace Success

<https://www.dol.gov/agencies/odep/topics/youth/transition/soft-skills>

No Frills Money Skills



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No-Frills Money Skills Video Series



The No-Frills Money Skills video series covers a variety of personal finance topics. The brief videos use clear, simple language, and graphic elements so that viewers can better visualize the personal finance content being presented. In the end, they will see how important these concepts are to their everyday lives.



To provide students with online questions following each video, register your class through the **Econ Lowdown Teacher Portal**.

[Learn more about the Q&A Resources for Teachers and Students »](#)

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<https://www.stlouisfed.org/education/no-frills-money-skills-video-series>

Video Vignettes



Episode 8 - Soft Skills

Video

This video stresses the importance of academic preparedness and introduces soft skills and professionalism. By viewing examples using several workplace scenarios, students learn the about the importance of soft skills in the workplace, including communication, cooperation, professionalism, work ethic, and many others. Students learn several key concepts about interviewing for, obtaining, and keeping a job.



Econ Lowdown



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Hi, lesley.

Welcome to the Instructor Management Panel.

If you are interested in setting up a classroom and enrolling students in an online course or video, click on **Add Classrooms** below. Once you have a classroom set up, you can access information about your students' progress in the course, add or delete students, poll your students, or conduct other classroom management features.

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New to Econ Lowdown? Check out this tutorial!



If you are new to Econ Lowdown, thank you for registering to use the teacher portal! We are excited you are here! As you get started, you may find this [tutorial](#) helpful. Or, if you prefer, you can read [step-by-step instructions](#) for getting a classroom set up in Econ Lowdown.

Thank you,
The Econ Lowdown Team

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If you have any questions or concerns, please contact us at economiceducation@stls.frb.org.

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Page One Economics



PAGE ONE Economics®

Soft Skills: Success May Depend on Them A Primer for Young Adults Seeking Employment

Kris Bertelsen, Senior Economic Education Specialist

GLOSSARY

Labor force: The total number of workers, including both the employed and the unemployed.

Recession: A period of declining real income and rising unemployment; significant decline in general economic activity extending over a period of time.

Unemployment: A condition where people at least 16 years old are without jobs and actively seeking work.

"Nothing ever comes to one that is worth having, except as a result of hard work."

—Booker T. Washington, Educator and founder of the Tuskegee Normal and Industrial Institute (Tuskegee University)

Hopefully Booker T. Washington's words inspire you to do your best in school, but Peggy Klaus has some sage advice as well: "Soft skills get little respect but will make or break your career." Peggy Klaus is a leadership coach and the author of *The Hard Truth About Soft Skills: Workplace Lessons Smart People Wish They'd Learned Sooner*. To get a glimpse of soft skills—and their importance—imagine the following job interview scenario:

Prospective employer: I see on your resume that your GPA is 3.98.

Job applicant: Yes.

Prospective employer: That's quite impressive.

Job applicant: Thanks.

Prospective employer: Your background in IT is just what we're looking for.

Job applicant: Hmm.

Prospective employer: We're looking for someone who can act as a liaison between the users and the IT department.

Job applicant: Okay.

Prospective employer: So we need someone with great communication skills.

Job applicant: Okay.

Prospective employer: How would you assess your communication skills?

Job applicant: Okay.

Prospective employer: Well, it was nice meeting you. I don't think our company is the right fit for you.

Job applicant: Okay.

Enthusiasm & Attitude

PAGE ONE Economics®



Soft Skills:
Success May Depend on Them
A Primer for Young Adults Seeking Employment

- 40% Attitude
- 25% Image or Appearance
- 25% Communication Skills
- 10% Job Skills

First Impressions



Would not hire a job candidate with
poor personal hygiene.

First Impressions



Would not hire a job candidate with
inappropriate attire or **facial piercings**,
other than the ears.

Deal Breakers?



Lesson Plans: Soft Skills



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Soft Skills Lingo Bingo

Lesson Author

Julie Kornegay, senior education program manager at the Federal Reserve Bank of Atlanta Birmingham Branch

Lesson Description

In this lesson, students hear from industry experts why soft skills are important and what skills they are looking for from job candidates. Once students understand why these skills are important, they will then participate in a matching game that will allow them to examine various soft skills mentioned. Students then complete an assessment to self-evaluate strengths and weaknesses and identify strategies to develop skills that need improvement. Students will then apply the vocabulary they have learned to determine the correct answers in a bingo game.

Soft Skills Lingo Bingo

Handout 1: Matching Cards

Attitude	A behavior a person adopts toward other people, things, incidents, or happenings.
Communication	The ability to convey information to another person effectively and efficiently.
Criticism	The expression of disapproval of someone or something on the basis of perceived faults or mistakes.
Ethics	Moral principles that govern a person's behavior or the conducting of an activity.
Human capital	The skills, knowledge, and experience possessed by an individual or population.

Handout 2: Soft Skills Self-Assessment

Attitude	Listening	Perseverance
Communication	Motivation	Problem solving
Ethics	Negotiation	Professionalism
Initiative	Networking	Resilience
Interpersonal skills	Patience	Self-awareness
Leadership	Perceptiveness	Teamwork

Identify three soft skills that you believe are areas of strength for you. Think about traits that your employer, your teachers, or your coaches have mentioned as a starting point.

- _____
- _____
- _____

Now identify two soft skills that you know you could improve. Everyone has areas where they can develop. Then, for each skill you identify, list some ways that you could develop that skill.

Skill to Improve	My Plan for Improvement

Soft Skills Lingo Bingo

Handout 3: Bingo Card

Use the word bank to fill out your bingo card. Write one word in each space. There will be an additional space left over. Allow students to use an additional FREE space to complete the card.

Attitude	Listening	Perseverance	Skills mismatch
Communication	Motivation	Problem solving	Productivity
Ethics	Negotiation	Professionalism	Human capital
Initiative	Networking	Resilience	Soft skills
Interpersonal skills	Patience	Self-awareness	Criticism
Leadership	Perceptiveness	Teamwork	FREE

		FREE		

Handout 4: Soft Skills Matching

Match the terms below with the best description. Each word is used only once.

Criticism	Perceptiveness	Perseverance	Communication	Attitude
Resilience	Self-awareness	Negotiation	Networking	Patience
Initiative	Interpersonal skills	Leadership	Ethics	Human capital
Listening	Problem solving	Motivation	Productivity	Professionalism
Soft skills	Teamwork	Skills mismatch		

- _____ 1. A behavior a person adopts toward other people, things, incidents, or happenings.
- _____ 2. The ability to convey information to another person effectively and efficiently.
- _____ 3. The expression of disapproval of someone or something on the basis of perceived faults or mistakes.
- _____ 4. Moral principles that govern a person's behavior or the conducting of an activity.
- _____ 5. The skills, knowledge, and experience possessed by an individual or population.
- _____ 6. The power or ability to begin or to follow through energetically with a plan or task.
- _____ 7. The skills people use to interact and communicate with individuals in an organizational environment.
- _____ 8. A person who guides or directs a group by establishing a clear vision, sharing that vision with others so that they will follow willingly, and providing the information and knowledge and methods to realize that vision.
- _____ 9. The active process of receiving and responding to spoken messages.
- _____ 10. To stimulate interest in or enthusiasm for doing something.
- _____ 11. Discussions between people who have different aims or intentions, during which they try to reach an agreement.
- _____ 12. The action or process of interacting with others to exchange information and develop professional or social contacts.
- _____ 13. The capacity to accept or tolerate delay, trouble, or suffering without getting angry or upset.
- _____ 14. Having or showing an ability to understand or notice something easily or quickly.

Teamwork



MAXIMUM
EMPLOYMENT
MATTERS

Are You up to the Test?

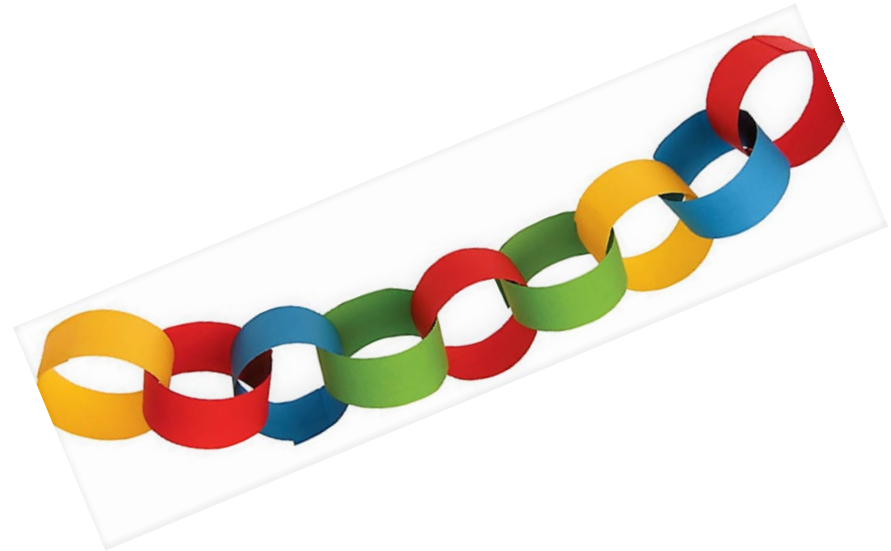
A look at employment tests, following directions, and teamwork



Are Teams More Productive?

You will have 10 minutes to create a chain using the following instructions.

- You should have two sheets of a primary color and two sheets of an accent colored paper.
- Fold the paper in half so the top and bottom of the page meet.
- Using a ruler, measure and mark two-inch columns across the paper.
- Cut the paper into two-inch strips for a total of four strips. Then cut the strips in the center where it was folded for a total of eight strips per piece of paper.
- To assemble the chain, take a strip of paper and join the ends with tape, creating a circle. Take the next strip and insert it through the middle of the circle and join the ends with tape. Continue this process using the following sequence.
 1. Six strips of primary
 2. Four strips of accent
 3. Two strips of primary
 4. Six strips of accent
 5. Four strips of primary
 6. Two strips of accent



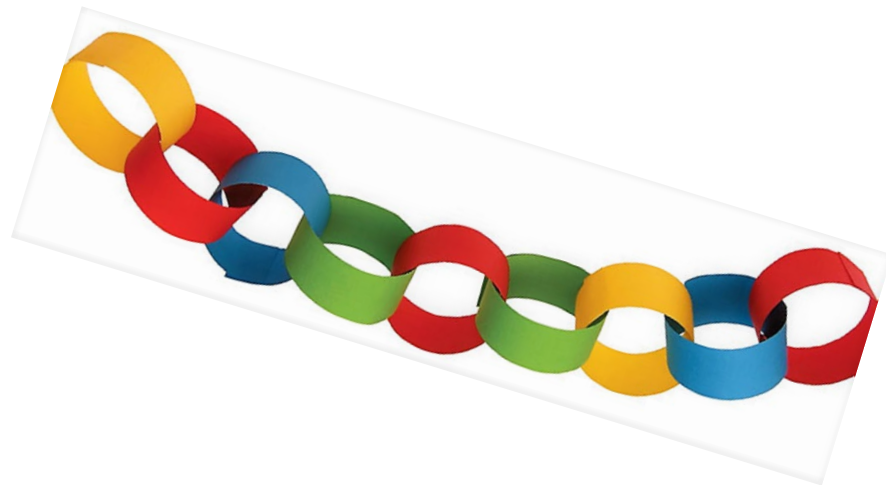
Working Together

You will now work in teams of four to complete your chains.

Teamwork is a crucial part of a business. It is often necessary for colleagues to work well together to be successful.

You will have another 10 minutes to work as a team to create the longest chain. You may use your work from the last round, but you must keep the original sequence.

1. Six strips of primary
2. Four strips of accent
3. Two strips of primary
4. Six strips of accent
5. Four strips of primary
6. Two strips of accent



Soft Skills for Your Future Job

Handout 1: Soft Skills Self-Assessment

1. Read the article [Top 10 Soft Skills for Success](http://www.nationalsoftskills.org/top-10-soft-skills-for-success/) (<http://www.nationalsoftskills.org/top-10-soft-skills-for-success/>).
2. For each soft skill, take notes about the specific skill during the classroom discussion.
3. Look at the list of soft skills in column 1, then put a check mark in the column to the right that best describes your expertise in performing each soft skill.
4. In the last column, describe the reason you rated yourself as you did for each of the soft skills.

Soft Skills	Rate yourself at each soft skill			
	Good	OK	Want to Improve	Why do you think you are good, OK, or want to improve in this area?
Dependability <i>Notes:</i>				
Motivation <i>Notes:</i>				
Communication <i>Notes:</i>				
Commitment <i>Notes:</i>				
Creativity <i>Notes:</i>				
Problem solving <i>Notes:</i>				
Flexibility <i>Notes:</i>				
Teamwork <i>Notes:</i>				
Leadership <i>Notes:</i>				
Time management <i>Notes:</i>				

Handout 2: Evaluating Soft Skills Needed for Your Future Job

1. Go to the [Occupational Outlook Handbook](http://www.bls.gov/ooh) (www.bls.gov/ooh). From the Occupation Groups on the left, click on a group, then select one of the occupations.
2. Click on the occupation title to display the Summary page for that occupation.
3. Look for the tab How to Become One, and click on it. Scroll down to Important Qualities and use this information to identify the soft skills for the occupation. Complete the matrix below.
4. Repeat this process for each additional occupation. To return to the home page, click OOH Home on the upper left of the toolbar.

	Occupation Title 1	Occupation Title 2	Occupation Title 3
Soft Skills			
Soft Skill 1 <i>Skill and description</i>			
Soft Skill 2 <i>Skill and description</i>			
Soft Skill 3 <i>Skill and description</i>			
Soft Skill 4 <i>Skill and description</i>			
Soft Skill 5 <i>Skill and description</i>			

?

?

What soft skills would you
like to see improved in your
students?

?

?

WRAP UP

QUESTIONS?



*Find information about other upcoming programs
and classroom resources at:*

<https://www.frbatlanta.org/education>