



Employability Skills Pack

Free Library · Teach and assess soft skills

The skills that get people hired and kept are rarely on the test: writing a clear email, owning a mistake, working with a late teammate, staying calm with a rude customer. The teacher guide runs the role-plays and includes the Career-Ready Practices poster; the email teardown, role-play cards, and self-assessment rubric are the student pages. Edit any of it in the Word version.

START HERE

Run it as a one-week soft-skills unit or drop the pieces in one at a time. A good order: open with the email teardown so students see what unprofessional actually looks like, run the role-play cards in pairs the next day, then have students score themselves on the rubric and set one goal. Post the Career-Ready Practices page on the wall and point back to it all year.

What is inside

- **Email teardown:** a realistic bad student email plus a fix-it worksheet.
- **Role-play cards:** six real workplace situations to act out and debrief.
- **Self-assessment rubric:** students rate themselves 1 to 4 on five skills.
- **Career-Ready Practices poster:** a clean reference list to print and post.
- **Facilitation guide:** how to run the role-plays and lead the debrief.

TEACHER FACILITATION GUIDE

TEACHER

How to run the role-plays

- 1 Pair students up and give each pair one or two cards. Assign roles: one is the person in the situation, one is the teammate, manager, or customer.
- 2 Give them two or three minutes to plan, then one to two minutes to act it out. Short is better; the point is the choice, not a performance.
- 3 Swap roles and run it again so both students have to handle the pressure.
- 4 Debrief as a class using the questions below. This is where the real learning happens, so protect time for it.

Debrief questions for any card

- What did the person do that worked? What made it land?
- What is one thing they could have said differently?

- How would a manager or customer feel after that exchange?
- Which employability skill did this situation test the most?

KEEP IT REAL, KEEP IT SAFE

Role-plays flop when students clown around or when they feel put on the spot. Model one yourself first so they see the bar. Let volunteers go before you call on anyone. Coach toward the behavior, never at the student. Praise the calm, specific, professional choices out loud so the class hears what good sounds like.

Grading, if you want to

You can grade the self-assessment goal and the email rewrite for completion and effort, and score the role-plays lightly using the same five skills from the rubric. Keep the stakes low. The goal is honest practice, not a high-pressure performance.

WANT THE WHOLE UNIT?

This pack is a lead-in. The editable career-readiness and employability curriculum in the shop builds the full lessons, slides, and assessments around these skills so you can teach the whole thing start to finish.

These are the habits that carry across every career, not just one job. Print this page and keep it where students can see it. Point back to it whenever a class activity touches one of them.

- 1 Act as a responsible and contributing member.** Do your share and own the results.
- 2 Apply appropriate academic and technical skills.** Use what you learn in real tasks.
- 3 Communicate clearly and effectively.** Speak, write, and listen with your audience in mind.
- 4 Consider the environmental, social, and economic impact of decisions.**
- 5 Use technology to enhance productivity.** Pick the right tool and use it well.
- 6 Demonstrate creativity and innovation.** Look for a better way, not just any way.
- 7 Employ valid reasoning and evidence when making decisions.**
- 8 Model integrity, ethical leadership, and effective management.** Do the right thing when no one is watching.
- 9 Plan education and career paths aligned to personal goals.**
- 10 Work productively in teams while using cultural and global competence.**
- 11 Attend to personal health, financial, and workplace well-being.**
- 12 Utilize critical thinking to make sense of problems and persevere in solving them.**