**Employability Skills Lesson Reflection and Action Planning**

**Course:**

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| **Employability skills** | ***Included Now*** | ***Strategies for Enhancing this Skill*** *(May address multiple skill areas)* | ***Strategies for Assessing this Skill*** *(May address multiple skill areas)* | ***Priority*** |
| **Teamwork** |  |  |  |  |
| **Problem Solving** |  |  |  |  |
| **Verbal Communication** |  |  |  |  |
| **Written Communication** |  |  |  |  |
| **Dependability/ Work Ethic** |  |  |  |  |
| **Planning and Organizing** |  |  |  |  |

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| **Self-Reflection Questions** | **Self-Reflection Notes and Observations** |
| Which employability skills are most often embedded in your instruction? |  |
| Which employability skills are less often embedded in your instruction? Is there a reason why these skills are often omitted? |  |
| What instructional strategies do you  use to reinforce employability skills?  What are your colleagues using? |  |
| What additional support, training or resources do you need to further embed employability skills into your instruction? |  |

*This reflection tool was modified in whole or in part with permission from the College and Career Readiness and Success Center, the Center on Great Teachers and Leaders, and RTI International.*