

# Exploring Personal Skills

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## Workplace Readiness Training Benchmark:

Explore personal skills necessary to improve appropriate work behaviors.

## Note to those providing service:

These activities are developed in a way that allows the learner to gradually build upon their skills. Each student has different foundational skills so some students may need more support or instruction than others. With that being said, you can choose what activity you start with based on your learner's strengths and needs.



## Extended Pathways

Students who are interested or enrolled in career and technical education (CTE) or postsecondary education, regardless of disability (remember to presume competence!), may or may not need some of the information that seems introductory in nature. Take as much or little time as needed based on student knowledge. More specific activities related to CTE and postsecondary education are identified as extended activities and pathways.

## Preparation and Materials Needed:

- Know the student's knowledge or awareness regarding personal skills (this helps with knowing how much time you may need to spend on an activity)
- Prepare needed assistive technologies and/or accommodations (ex: communication supports (visual, objects, pictures, voice output devices, etc.), physical supports/space access needs, vision supports, hearing supports, sensory needs/supports).
- Computer to access videos. Print materials in advance if necessary.



## Print

- [Ethical Workplace Scenarios](#)
- [Decision Making Worksheet](#)
- [Sample Work Schedule](#)
- [Questions for Schedule](#)
- [Social Media and Online Presence Worksheet](#)
- [Personal Skills Self-Assessment](#)

# Activities to Meet Benchmarks:

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## Activity 1: Workplace Ethics

This activity aims to explain how personal ethics impact decision making.



**Discuss:** Let's talk about something really important when you have a job: workplace ethics. Ethics are the rules or values that help us decide what is right and fair. You use your ethics almost every day, whether you are at home, school, or work. You often face situations where you have to make a choice. Some choices are easy, but others can be more complicated and trickier.

For example, what would you do if a friend at work asked you to cover for them when they were late? Or what if you found money on the floor and didn't know whose it was? Often there are many choices, but which choice is the most ethical one?

- **THINK:** What's happening? What choices do I have?
- **CHECK:** What are the rules? How will this affect me and others?
- **ACT:** What is the best or most ethical decision?



**Review:** A way to build this skill is by thinking about how you would handle different situations. In this activity, you will review different scenarios that you can practice using your values and ethics to answer the questions. There are no wrong answers – you're here to learn from each other and share ideas.

**Option 1:** Use the [Everyday Ethics Scenarios](#) to identify a few different scenarios for the students to practice for students to as a group or individually.

**Option 2:** Assign the same scenarios to pairs of students. Ask them to work together to find solutions. Once everyone is finished, ask the pairs to share their solutions and see if anyone found different solutions to the same scenarios

**Option 3:** Ask students to review several scenarios of their choice. They can write down their solutions on the [Decision Making Worksheet](#). Students can share with the group or instructor for feedback.

**Option 4:** Have students role-play their solutions to each scenario, practicing how they would handle the situation. Encourage them to use clear and respectful language when communicating. Through role-playing students can build confidence in how they would handle these tough decisions.



**Resource:** [Everyday Ethics Scenarios](#) and [Decision Making Worksheet](#)

## Activity 2: Understanding a Schedule

This activity aims to explain a schedule and how to manage time.



**Discuss:** Today, we're going to explore time management and scheduling. Managing your time well means using your time in a way that you get things done without feeling rushed or stressed. There are times when we manage time well and times when we don't. Managing your time well is often about planning out your day, week, or month. It can be overwhelming to manage time, especially if it is something you don't want to do or if it's not urgent and can wait. Let's start by discussing what happens when we don't manage time well. Can anyone share an example of a time when they felt overwhelmed because they didn't plan their time well? This can be an example about studying, exercising, doing chores, homework, or other activities. *[Note to Instructors: Consider sharing one of your own experiences to help students understand the question.]*

Understanding time is important for work because you need to know when to be there. It is your job to make sure you arrive at work on time when your shift starts. Your boss or manager usually decides when you will work, and your schedule might be different each week. This means you need to check your schedule often, so you know what days and times you are expected to work.



**Resource:** Let's practice reading a work schedule. Here is a [Sample Work Schedule](#) and [Questions for Schedule](#). This can be completed individually or in a group depending on students and time. Take time to review together and feel free to add additional questions or make your own schedule.



### Extending the Conversation

Consider your own time in a week. How can you plan for your responsibilities, time commitments and even time for fun? It is important to keep organized using some type of calendar. You may keep your calendar written in a planner or a digital calendar using an app on your phone. If you need a blank calendar option you can do an internet search for free templates or find options here to print: [Calendarpedia Weekly Planners](#).

Fill in your calendar, include class time, work shifts, other responsibilities like appointments, meetings, and activities. Now schedule time to study, for meals, for friends and for yourself. Consider some of these questions as you review your schedule:

- Where do you have time left?
- Where does your schedule feel too busy?
- When do you have time to work on any assignments?
- Do you have any time left in your week? How do plan to use that time?

### Activity 3: Online Presence and Social Media

This activity aims to review the impact of student's social media for future planning and awareness of their online presence.



**Discuss:** When you try to get a job, internship, or volunteer position, the people in charge—like employers, managers, or supervisors—might look at your social media pages, such as Facebook, Instagram, or TikTok. They do this to learn more about you and see if you are a responsible and professional person. They want to know if you would be a good worker and a good fit for their company or organization.

We are going to talk about how to make sure your social media shows the best side of you. We will also learn what kinds of posts could make it harder for you to get a job and what you can do to fix them.



**Resource:** [Social Media and Online Presence Worksheet](#) is available to walk through what social media you have and how to make sure you are presenting the best version of you! *[Note to Instructors: Encourage students to reflect on their responses and discuss key takeaways as a group. Consider showing real-world examples of how online presence can affect job opportunities.]*



**Watch:** [Social Media Safety Tips](#) (0:53). This video shares tips on what to do and not do around social media.



**Click and Explore:** Here are sites with more guidance and information related to social media and digital safety.

- [Social Media Guidance | Opportunities for Ohioans with Disabilities](#) – Quick guide for various social media and what to consider before posting.
- [The Truth About How Your Social Media Affects Your Career | LinkedIn](#) – Guidance about what you should check related to your social media
- [Digital Well-Being Lessons | Common Sense Education](#) – Contains links to lessons for students to learn good tech habits, impact of tech on the pressures students feel, and more.
- [Top 10 Job Scam Warning Signs | Neighbors Federal Credit Union](#) – Shares warning signs of potential job scams since some opportunities are too good to be true.



## Extending the Conversation

Take the opportunity to cleanup any social media posts, pictures, videos, and more. This includes photos or videos you may be tagged in! Make sure you have an appropriate profile picture and a completed bio. Update your privacy settings to limit who can see posts or personal information. Consider having a trusted adult or mentor look you up to get their opinion. For more guidance check out:

- [How to Perform a Social Media Cleanup | Norton](#) – Shares a nine step checklist to cleanup social media accounts
- [Social Media Clean-Up Checklist | LinkedIn](#) – Includes ten ways to cleanup social media accounts since many employers use social media as a screening tool.

## Activity 4: Why Attitude Matters

This activity aims to review the impact of personal attitude on work.



**Watch** [Enthusiasm and Attitude](#) (1:13). This video shares tips on why enthusiasm and attitude matter.



**Discuss:** Something that can make a big difference in getting and keeping a job—your **attitude and enthusiasm** at work. Employers don't just look at what skills you have; they also want to see if you are friendly, positive, and ready to do your best. Even if you don't know everything about a job yet, having a good attitude can help you learn and grow!

Imagine two people starting the same new job. One comes in with a smile, says “Good morning”, and shows they are ready to learn. The other person walks in with their head down, doesn't greet anyone, and sighs when asked to do something. Which person do you think the manager will notice in a positive way? Why? [Note to Instructors: Pause for students to respond.]



**Interactive Opportunity:** Now, let's practice. Here are some scenarios with a work task. Act these out in two ways—first with no enthusiasm, then with energy and a good attitude. [Note to Instructors: pick one scenario to model for the students. Depending on students, time, technology, and comfort level, you can consider doing this as a group, in pairs, or students can record themselves individually.]

- 1. Customer Service:** Pretend you are working at a store. A customer asks where to find an item. First show a response with no enthusiasm. Now redo it with a positive attitude.
- 2. Phone Call:** Pretend you are calling a job to ask about an interview. First say it in a quiet, unconfident way. Now redo it with energy and a clear voice.
- 3. Taking Instructions:** Pretend your boss or instructor have given you feedback and instructions. First respond with a negative attitude (sighing, slouching, etc.). Now redo it with a smile or enthusiasm.
  - What did you notice between the first response then the redo response?
  - What would an employer or instructor think?
  - What about a customer?
  - How did it feel for you?



## Extended Pathways

### Activity: Self Check-in

This activity aims for students to identify personal skills they want to improve.



**Discuss:** Understanding your personal skills is important for success in school, work, and life. There are some skills you may be naturally good at and some skills that you have to work on. This is true for everyone. Knowing what you are good at and knowing what you need to work on is the key to your success and building those skills.



**Resource:** [Personal Skills Self-Assessment](#) is a worksheet to review personal skills that are important throughout life. Students rate themselves on a scale of 1 (Needs Improvement) to 5 (Very Strong) for each skill. After the self-rating, there are reflection questions to help better determine areas of growth and who they can talk to.



## Wrap-Up

Throughout these activities, you explored personal skills that help you in high school, college, and career success. Knowing how to read a schedule can help with practicing time management. The scenario discussion helped with critical thinking about integrity, decision-making, and professionalism. Your social media and online presence activity helped explore your digital footprint and how your online actions can impact future opportunities. Finally, the value of a positive attitude explains how enthusiasm and mindset influence relationships, workplace success, and overall well-being. Developing these personal skills not only builds confidence but also sets the foundation for long-term personal and professional growth.