CS1010: The 10 Employability Skills
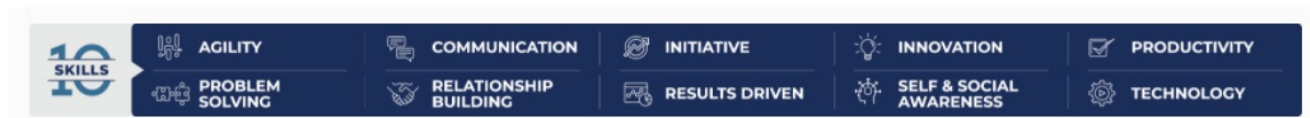
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WHAT'S COVERED

In this lesson, you will be introduced to the 10 essential employability skills and explore the specific skills you will be learning more about in this course. Specifically, this lesson will cover:

1. Introduction to the 10 Skills
2. Skills in This Course
3. Skills in the Unit

1. Introduction to the 10 Skills

The jobs of today look very different from the jobs our parents had. Whether you work in a cubicle or on a construction site, technology has changed – and is continuing to change – the ways we connect, communicate, and create in our careers. In the past, a college degree was enough to set you up for professional success. Today, employers want job candidates who also have the right skills to succeed.

That is why we have partnered with top employers, business leaders, and recruiters to identify 10 Skills that are critical to performing your best – not just in one field, but across all industries. These are skills that will prepare you for the needs of any future employer and set you up for success in a world that is constantly evolving.

SKILL	DEFINITION	WHY IT MATTERS FOR THE FUTURE OF WORK
SELF & SOCIAL AWARENESS	Understanding your personal strengths and limitations; recognizing your thoughts, emotions, and intentions; being open to receiving feedback; and identifying how your behaviors impact others.	Self awareness can help you find the right career for you, know when it's time to leave your current job, and make you a stronger leader. (Swerdlow, 5)
TECHNOLOGY	Being able to confidently and effectively use technology to be productive, complete goals and tasks, and maintain a competitive advantage.	78% of today's jobs require familiarity with technology, and digitally intensive jobs are growing faster and pay more than non-digital roles. (Southern New Hampshire University, 6)
PRODUCTIVITY	Strategizing, organizing, and effectively managing your time and priorities.	High performers can be up to 800 percent more productive than other workers, drastically cutting down the time and money needed to complete large tasks — something managers always value. (Keller, 7)
INITIATIVE	Thinking independently, seeing what needs to be done, and taking action without being prompted.	Initiative has become more important in modern workplaces, as employers rely on people who have the courage to push their teams forward. (Mind Tools, 8)
RESULTS DRIVEN	Acting with a sense of urgency and focus to reach goals, without compromising integrity or quality.	As companies use more freelancers, they need those workers to be results-driven so projects stay on track. (Do, 9)
COMMUNICATION	Actively seeking and delivering information, clearly articulating ideas, effectively listening, and confidently connecting to various audiences, settings, and situations.	Communication is one of the top five skills that will be important in the future across all industries...and that employers currently find lacking. (Gilchrist, 10)
RELATIONSHIP BUILDING	Effectively working with others and establishing, cultivating, and leveraging networks over time.	85% of all open job positions are filled through personal connections. (Adler, 11)
PROBLEM SOLVING	Identifying and framing problems, exploring ideas, and creating effective, ethical, and evidence-based solutions.	Problem solving is important in every industry, and this skill gives an especially notable edge in management positions. (CareerBuilder, 12)
INNOVATION	Creatively thinking and coming up with new ideas and solutions to solve old problems.	84% of business executives believe that innovation is important, but only 6% are satisfied with their company's performance in that area. (McKinsey & Company, 13)
AGILITY	Embracing change and effectively adapting when things around you are constantly in motion.	In one survey, 79% of executives said that the future of work will be based on specific projects instead of roles, meaning that having the agility to adapt quickly will be extremely important. (Lyons, 14)

As you work through this and other courses, consider how you can use these 10 Skills to achieve your personal, academic, and professional goals.

2. Skills in This Course

When we think of the world we live in, we often think of our physical surroundings. However, we're an integral

part of another world too – a DIGITAL world that we interact with every day. Learning how to navigate this digital world is essential to your personal and professional success. In this course, you'll learn skills you can use to master the digital technology around you so that you can take control of your professional future and take your place in the digital world!

Today, technology is truly at your fingertips. You can download your favorite song, send an email to your professor, apply for jobs, share pictures of your kids, and even finish this entire course online.

As digital technology continues to evolve, it's not just changing the way we interact; it's also changing the way we do business. It's creating a new digital world where anything is possible if you have the skills you need to succeed. That's what this course is all about – learning the skills you need to face your digital future.

In this course, we'll focus on four essential skills. They are:

- **Technology** to utilize the digital tools around you right now and in the future.
- **Productivity** to organize, plan, and effectively use those digital tools at school, work, and home.
- **Initiative** to embrace taking the first step on learning and using digital tools and productivity techniques.
- **Results driven** to focus on your goals and use digital tools technology to take clear steps towards achieving them.

As you practice these skills, you will gain insight into how you can plan for a healthy financial future. You'll also build your understanding of how to identify and respond to economic trends in both your personal and professional life.

3. Skills in the Unit

In the first unit, you'll discover how to hone the initiative you need to succeed in the digital workforce, learn some digital basics to increase your technology skill, and take a closer look at your own digital devices.

It's time to start navigating your digital world and charting a course for your professional future! It's time to discover the tech guru...in YOU.

In particular, we will focus on the following:

- **Technology**: The ability to confidently and effectively use technologies to be productive, complete goals and tasks, and maintain a competitive advantage.
- **Productivity**: The ability to strategize, organize, and plan to effectively and efficiently manage priorities and time.
- **Initiative**: The ability to see what needs to be done and to take action without being prompted in order to improve a circumstance or create a new one.
- **Results Driven**: The ability to act with a sense of urgency and focus to reach outcomes and goals, without compromising integrity and quality.

Throughout the course, be on the lookout for various call-outs to help you better see the connections between the skills and the course content.
In this video, you'll see the importance of becoming comfortable with technology and using it as a tool to

increase your productivity.

Add video: Strayer Week 1 Video

As you begin your journey in CS1010, consider why these employability skills aren't just beneficial to you, but also important to employers. In addition to the video that you watched this week, there will be videos throughout the course that tie the content to the skills of this course: technology, productivity, initiative, and results driven.

📄 **TERMS TO KNOW**

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Results Driven
The ability to act with a sense of urgency and focus to reach outcomes and goals, without compromising integrity and quality.

Technology
The ability to confidently and effectively use technologies to be productive, complete goals and tasks, and maintain a competitive advantage.

📋 **SUMMARY**

In this lesson, you learned that there are **10 essential employability skills**. Employers seek individuals who possess these skills and continue to work to strengthen them. These skills cut across all professions and career paths. You learned how **productivity**, **technology**, **initiative**, and **results driven** will be incorporated into this course and why they are valuable.

Best of luck in your learning!

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