

HIST1010: 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 This Unit



BEFORE YOU START

Which of the 10 Employability Skills are you already familiar with?

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

This is not your average history class. You aren't going to be asked to recite the Gettysburg Address (even

though it's pretty cool if you can). And you won't be quizzed on dates and names and battle configurations. No, this course is about developing the knowledge and skills you need to face your personal and professional life in an ever-changing world. It's about coming to the best conclusion about the present by first going back to the past.

In this course, you'll practice four essential employability skills that will help you learn from the past and prepare for your future. They are:

- **Problem Solving** to identify issues, weigh evidence, and make well-informed decisions.
- **Communication** to articulate an argument, use persuasion, and present a conclusion to your audience.
- **Technology** to access, utilize and share information, complete tasks, and maintain a competitive advantage.
- **Agility** to embrace change and effectively adapt to a continually fluctuating environment.

Together, these four skills will help you look at the past to gather and analyze evidence, articulate ideas, and present your findings to others. And, throughout history, you can also see how our ancestors have overcome similar challenges using the same skills you're learning today.

When it comes to the workplace, practicing these skills to understand your past is essential. No matter the role, industry, or career you choose (or even life circumstances you are in), you can take lessons from the past and apply them to solving problems today and in the future.

🔗 **EXAMPLE** Business leaders want to know why products fail; politicians want to win elections; individuals want to invest in stocks that will grow their wealth.

In each of these situations, understanding the past can help them decide how to move forward. That's why this course is so important!



TERMS TO KNOW

Problem Solving Skill

A skill that helps you identify issues, weigh evidence, and make well-informed decisions.

Communication Skill

A skill that helps you articulate an argument, use persuasion, and present a conclusion to your audience.

Technology Skill

A skill that helps you access, utilize and share information, complete tasks, and maintain a competitive advantage.

Agility Skill

A skill that helps you embrace change and effectively adapt to a continually fluctuating environment.

3. Skills in Unit 1

In particular in the first unit, we will focus on your **problem solving** and **agility skill**.

Skills in Unit 1	Description

Problem Solving	Problem solving like a historian means investigating, finding, and using different kinds of credible sources and considering multiple angles of a problem. As you hone your problem solving skill in this unit, you'll engage in activities like research, careful reading, and critical thinking.
Agility	Agility makes it easier to solve problems and face challenges. History gives us countless lessons in agility. You'll do a deeper dive into economic change in American history by examining how changing economies affect the face of work. When we take the time to evaluate the evidence, we're better equipped to make more accurate decisions about the future.

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.



SUMMARY

In this lesson, you received an **introduction to the 10 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 problem solving, communication, technology, and agility will be the **skills incorporated into this course** and why they are valuable. The **skills in this unit** will include problem solving and agility.

Best of luck in your learning!

Source: Strategic Education, Inc. 2020. Learn from the Past, Prepare for the Future.



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