



What Does Learning Look Like?

by Essential Skills

Getting Set Up

- You'll use your personal log-in to find your course on the Sophia platform.
- Set aside about 20-30 minutes to read and really reflect on each lesson.
- Download the touchstone as directed. Keep it in a folder or on your desktop and open it each time you get started on your coursework.
- Plan to spend about 30 minutes to work on the touchstone at the end of each challenge. If it takes you more time to come up with responses and reflections, that's okay, too.
- Talk to other people about the 10 Skills and what you're learning. Ask them about times they've used these skills or why they think these skills are important in the workplace. You'll probably get a lot of great examples of the skills in action.

Here's how you'll be asked to learn in these 10 Skills courses.

- Read about the skills
- Determine why the skills are so important for employers and employees
- Bring your previous experiences with the skills to your learning
- Consider how to apply the skill in your life or work
- Actually use the skill at work (or imagine what that would be like if you're not currently on the job)
- Talk to people about the skill
- Reflect on how you and others use the skill
- Think about what the skill looks like (and doesn't look like) in practice
- Rank your strengths and weakness in each skill in order get better
- Plan for personal improvement in each skill