**Employability Skills**

**Communication Skills.** Reading, writing, listening, public speaking, presenting.

* Describe Active Listening
* Demonstrate good interviewing skills

**Workplace Skills**

* Describe stress factors and anxiety
* Develop goals. Modify short-term goals.
* Identify time-management tools.
* Define professionalism

**Information Technology**

* Demonstrate using email and social media applications
* Perform a web search
* Demonstrate use of popular software used for word-processing, spreadsheet, presentation, and database applications

**Customer Relations**

* Identify the customer
* Describe good customer skills

**Financial Skills**

* Describe a business plan
* Develop a personal budget
* Describe immediate gratification

**Ethics, integrity, and legal responsibility**

* Define integrity
* Provide examples of workplace ethics
* Define legal responsibility in the workplace