

Handout 2.20: Soft Skills Self-Rating and Growth Plan

Name: _____ Date: _____ Period: _____

Part 1: The six skills employers name most

Copy a two-word definition of each skill from the slide.

Skill	What it means (two words)	What it looks like at work (one example from the slide or the job ads)
Reliability		
Communication		
Teamwork		
Problem solving		
Adaptability		
Honesty		

Hard skill or soft skill? Circle one for each.

- Knows how to use a knife: hard / soft
- Shows up on time every day: hard / soft
- Can use a spreadsheet: hard / soft
- Tells the truth about a mistake: hard / soft

Count the soft skill words in the job ads on the screen: Ad 1: _____ Ad 2: _____

Part 2: Rate yourself, with evidence

Directions: Rate yourself on each skill from 1 to 4. Then write one sentence of evidence. Evidence is something you actually did this year in this room: a lab role (name it), the Silent Measurement Challenge, the \$40 project, the Investor Challenge, a class job. A rating with no evidence does not count. Leave a row blank rather than make something up. You need evidence for at least four rows.

Scale: 1 = Not yet (I do not do this much) 2 = Sometimes 3 = Most of the time 4 = Every time, even when it is hard

Sentence starter: "In ___ (lab, game, or project), I ___."

Example: Teamwork, 3, because as Prep Cook in Lab 2 I had the toppings ready before the Head Cook asked.



Skill	My rating (1 to 4)	My evidence (one sentence, a real event from this year)
Reliability		
Communication		
Teamwork		
Problem solving		
Adaptability		
Honesty		
(Grade 8 stretch) A skill I found in the job ads: _____		

Which lab roles have you held this year? Circle all: Station Manager, Head Cook, Second Cook, Prep Cook, Helper Cook, Toppings Chief, Plate Builder, Time Keeper, other:

Which skill did that role need most? _____

Part 3: One skill to grow

Directions: Choose one skill to grow. Not your highest. Fill in all three parts.

The skill I will grow: _____

Where I will practice it this year (the next lab, the Unit 3 babysitting project, the Unit 5 sewing team, a class job; name the one and the role you will ask for):



What I will do differently (one action a person could see you do):



How I will know it worked (what will be different; who would notice):



I chose this one because _____

Part 4: Pair share

Read your plan to a partner. Your partner asks: “How will you know it worked?” If your answer was weak, fix the last line above.

Partner’s question or suggestion (one line): _____

Exit card (tear off or copy onto an index card)

1. The skill I rated highest and my evidence: _____
2. The skill I am growing and where I will practice it: _____
3. One soft skill I saw a classmate use today (name the skill, not the person): _____

Teacher key

Part 1, hard or soft: knife: hard. Shows up on time: soft (reliability). Spreadsheet: hard. Tells the truth about a mistake: soft (honesty). Job ad counts depend on the ads chosen; four or five soft skill words per ad is typical.

Two-word definitions that count (accept close wording): reliability, “shows up” or “keeps promises”; communication, “clear talk” or “explains, listens”; teamwork, “works together”; problem solving, “finds fixes”; adaptability, “handles change”; honesty, “tells truth.”

Part 2 is scored complete, partial, or missing: complete means at least four rows have a rating and an evidence sentence that names a real event from this year and matches the skill. A 4 with no event is scored as a blank row. Part 3 is complete when all three parts and the “because” line are filled and the practice place is something happening this year, not “high school.”

Word bank for ELL students [*check with a native speaker*]: reliability (güvenilirlik / confiabilidade / confiabilidad); communication (iletişim / comunicação / comunicación); teamwork (takım çalışması / trabalho em equipe / trabajo en equipo); problem solving (problem çözme / resolução de problemas / resolución de problemas); adaptability (uyum sağlama / adaptabilidade / adaptabilidad); honesty (dürüstlük / honestidade / honestidad).