

OTC Employability Skills



Strategic Initiative 3
Goal 1
2021 Proposal

OTC Employability Skills

Strategic Initiative #3 Goal #1 group compiled the following proposal in order to fulfill the following key deliverable:

“Ensure that employability skills are integrated into every student’s education and evaluate methods of documenting employability skill outcomes.”

In order to achieve this deliverable, the following plan was developed:

1. Review and Revise OTC’s adopted employability skills (2020-2021 Academic Year)
2. Investigate ways to integrate them at the divisional and programmatic level (Begin 2021-2022 Academic Year)
3. Investigate ways to track and measure employability skills at the student level (TBD)

The following proposal is in fulfillment of step one of this plan.

Considerations and Research

The current OTC employability skills are adopted directly from the National Association of Colleges and Employers (NACE), a leader in career and employment services in higher education. While these skills were appropriate, they did not consider institutional factors here at OTC.

These skills formed the foundation of the recommended employability skills in this proposal. In order to incorporate CORE 42 requirements, the CORE Experiences were also integrated into the new proposed list.

The final major change included in this proposal was the inclusion of Community Engagement as an employability skill. This skill was frequently added by other institutions the group reviewed as a part of the research for this proposal. It was also appropriate to include given the mission of OTC and the importance of the institution and its students/alumni to the communities of southwest Missouri.

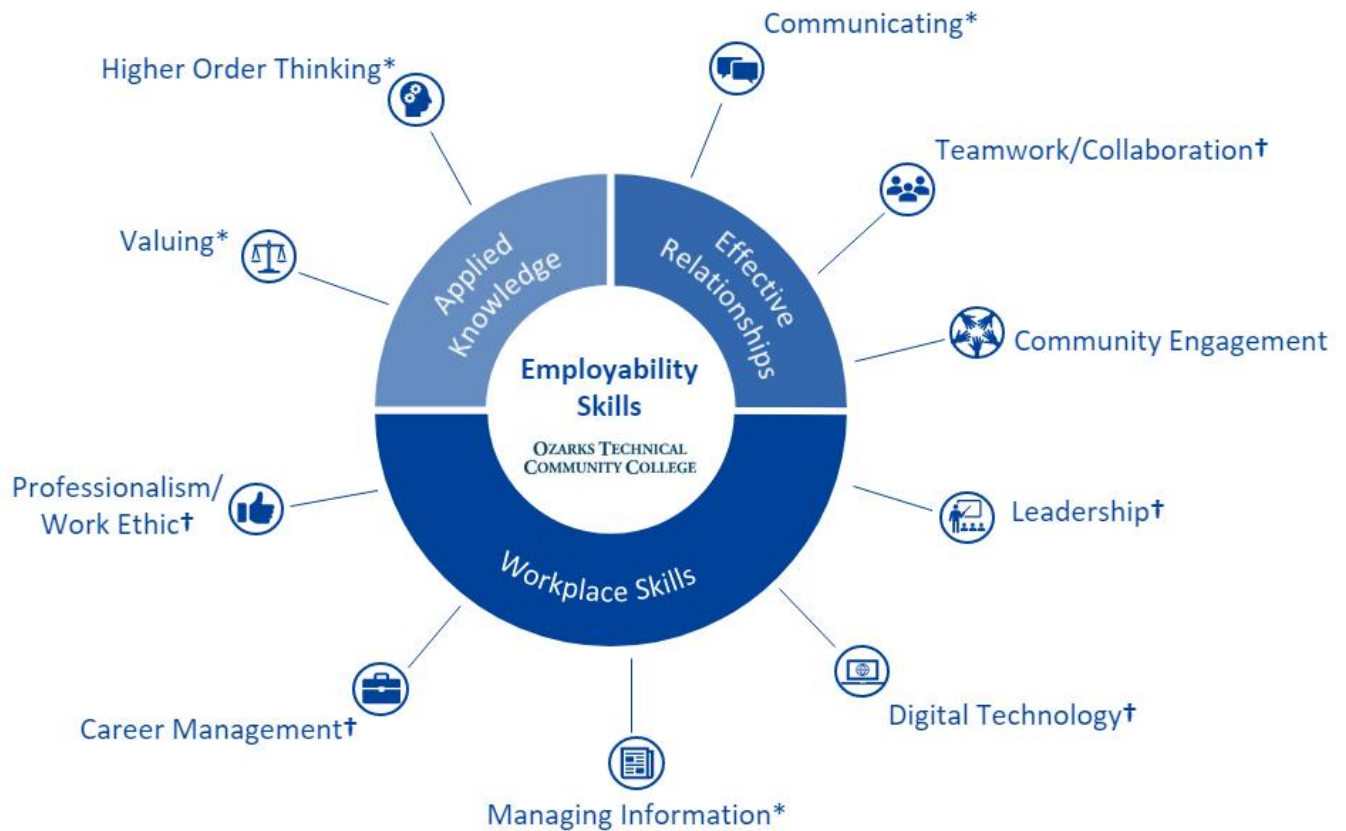
Design Considerations

In order to show the relationship between the skills, they have been combined into three larger categories:

- Applied Knowledge
- Effective Relationships
- Workplace Skills

These categories also can help programs and faculty to identify potential connections between their coursework and the skills.

Proposed Employability Skills and Definitions



*CORE Experiences
†NACE Career Readiness Competencies

Effective Relationships

Communicating

The development of students' ability to communicate effectively through oral, written, and digital channels using the English language, quantitative, and other symbolic systems. Students should be able to write and speak with thoughtfulness, clarity, coherence, and persuasiveness; read and listen critically; and select channels appropriate to the audience and message. (*CORE Experiences*)

Teamwork/Collaboration

Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. The individual

is able to work within a team structure, and can negotiate and manage conflict. (*NACE Career Competencies*)

Community Engagement

The development of an understanding of important societal issues and how individuals can impact and serve the groups and communities in which they are involved. An engaged citizen learns the significance of a mutually beneficial relationship between individuals and communities and recognizes how culture and power influence those connections.

Workplace Skills

Leadership

Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others. The individual is able to assess and manage his/her emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work. (*NACE Career Competencies*)

Digital Technology

Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals. The individual demonstrates effective adaptability to new and emerging technologies. (*NACE Career Competencies*)

Managing Information

The ability to locate, organize, store, retrieve, evaluate, synthesize, and annotate information from print, electronic, and other sources in preparation for solving problems and making informed decisions. Through the effective management of information, students should be able to design, evaluate, and implement a strategy to answer an open-ended question or achieve a desired goal. (*CORE Experiences*)

Career Management

Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals, and identify areas necessary for professional growth. The individual is able to navigate and explore job options, understands and can take the

steps necessary to pursue opportunities, and understands how to self-advocate for opportunities in the workplace. (*NACE Career Competencies*)

Professionalism/Workplace Ethics

Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from his/her mistakes. (*NACE Career Competencies*)

Applied Knowledge

Valuing

The ability to understand the moral and ethical values of a diverse society, and to understand that many courses of action are guided by value judgments about the way things ought to be. Students should recognize how values develop, how value judgments influence actions, and how informed decision-making can be improved through the consideration of personal values as well as the values of others. They should be able to make informed decisions through the identification of personal values and the values of others and through an understanding how such values develop. They should be able to analyze the ethical implications of choices made on the basis of these values. (*CORE Experiences*)

Higher Order Thinking

The development of students' ability to distinguish among opinions, facts, and inferences; to identify underlying or implicit assumptions; to make informed judgments; to solve problems by applying evaluative standards; and demonstrate the ability to reflect upon and refine those problem-solving skills. This involves creative thinking, critical thinking, and quantitative literacy. (*CORE Experiences*)