

# Soft Skills for Employment

## Introduction



Montana Youth Transitions ♦ 1617 Euclid Avenue ♦ Helena, MT ♦ 406-442-2576

[www.montanayouthtransitions.org](http://www.montanayouthtransitions.org)

## **Soft Skills for Employment**

This curriculum provides youth with many skills necessary to develop and maintain positive relationships with employers. Soft skills are a necessary component of a successful professional life and this curriculum will address key aptitudes, including interviewing, how to make good impressions, attitudes, communication skills (including technology), organizational skills and workplace conduct.

The *MYT* Soft Skills curriculum is intended to be facilitated, not self-instructed. It is to be taught with the philosophy that interpersonal skills are best learned in an interactive setting and not in an individual and isolated environment. The lessons include large and small group discussions and role play activities, with the intention that youth will learn from each other's experiences as well as that of the instructors.

Materials include lesson plans, a facilitator's guide for instruction, estimated instructional times, accompanying PowerPoint slides and a student workbook that contains worksheets and lesson information. Curricular lessons may be used as stand-alone modules or as part of a course. Facilitators are encouraged to expand the curriculum with regional and locally specific activities and resources as available. Also, facilitators are encouraged to develop partnerships with local business owners and managers who would be willing to share their perspectives of hiring, managing, and promoting employees in their businesses, in order for youth to hear how the skills they are learning through this course will translate into their employment future.

The MYT Soft Skills curriculum is accompanied with a skills assessment that is a tool for students to rate themselves before and after taking the Soft Skills course, as well as for teachers to evaluate students' soft skills. The intention of this assessment is for students and teachers to develop goal areas for further improvement, as well as to have the opportunity to celebrate skill mastery. By the end of the curriculum, students will be able to see how much they have learned and will be able to communicate to employers the specific skills they possess. A certificate of completion is also available for instructors to present at the end of the class.

The *MYT* Soft Skills Curriculum is relevant to all youth who are interested in improving their workplace skills, no matter their learning style, background, type of disability or future employment goals. This curriculum has a variety of activities included so that a wide audience can be accessed, but facilitators are also encouraged to customize lessons as needed to ensure that all students in the classroom are reached. Please contact a *MYTransitions* staff person with any questions or if you would like help in modifying or differentiating curriculum.

For youth with disabilities who are participating in this course, and who may have additional questions about workplace accommodations, disclosure of disabilities as well as additional resources, please refer to the Montana Youth in Transition website,

[www.montanayouthtransitions.org](http://www.montanayouthtransitions.org).

**Any duplication or use of the *MYTransitions* Soft Skills Curriculum should only occur with permission from MYTransitions Project (an emailed password as a result of on-line registration is considered permission). The development of the *MYTransition* Soft Skills Curriculum was paid in part by North Central Independent Living Services and Montana Disability, Employment and Transition Services (DPHHS).**