

VIDEO SERIES AND DISCUSSION GUIDE

Skills

to Pay the Bills



Mastering Soft Skills for Workplace Success

Communication

“ You need skills both for communicating information to others and receiving information from others. ”



Conversation Starter:

What skills do you feel contribute to good communication with friends, at school and in the workplace? How are they the same? How are they different?

Teamwork

“ When everyone works together, everyone accomplishes more, and everyone benefits. ”



Conversation Starter:

Think about a time when you were part of a team, perhaps at school, work or in an extracurricular activity. What did you like about being on the team? What did you find challenging?

Critical Thinking and Problem Solving

“ Employers look for people who can think on their feet, assess problems and find solutions. ”



Conversation Starter:

Think about a time you had to solve a problem at home, school or work. Was your solution effective? What thought processes did you go through to choose that solution?

Professionalism

“ Every job demands professionalism. Professionalism means conducting yourself with responsibility, integrity, accountability and excellence. ”



Conversation Starter:

What are some features of professionalism you feel you exhibit? What are some you think could use improvement?

Networking

“ When it comes to job searching, the network of people that you know may be just as important as your skills and experience. ”



Conversation Starter:

What kinds of people make up your personal network?

What are various strategies you can use to see if they can assist you when job searching?

Enthusiasm and Attitude

“ When you’re applying for a job, a positive attitude and enthusiasm can make all the difference. ”



Conversation Starter:

Can you think of a time when demonstrating enthusiasm and a positive attitude benefitted you at work, school or in the community? What are some things you would say or do to demonstrate enthusiasm and a positive attitude during a job interview?



The *Skills to Pay the Bills* video series is intended to help all young people, including those with disabilities, learn about important attributes necessary for career and personal success. It is based on the *Skills to Pay the Bills: Mastering Soft Skills for Workplace Success* curriculum, available in both English and Spanish at www.dol.gov/odep/topics/youth/softskills.

Youth service providers, educators, employers and others can use the video series to spark discussions with youth about the importance of these “soft skills.” This discussion guide includes conversation starters for each of the six skills addressed in the videos.

Skills to Pay the Bills was developed by the U.S. Department of Labor’s Office of Disability Employment Policy (ODEP).