

Name:

### Job vs Career

What is the difference a job and a career?

Watch this video: <https://youtu.be/YLrvnt3QxXw>

View this link : [Difference Between Job and Career \(with Comparison Chart\) - Key Differences](#)

Task: Give me 3 differences between a job and a career

- 1.
- 2.
- 3.

Part B:



### 9.3 Workplace Skills

Student Activity Packet

UNIT: CAREER

#### In this lesson, you will learn to:

- Differentiate between hard skills and soft skills
- Identify skills necessary for a range of jobs
- Analyze the skills you currently have and those you will need to gain for a specific career
- Demonstrate the use of soft skills in different roleplay scenarios

RESOURCES	QUESTIONS
<p><b>1</b></p> <p><b>Discussion Prompt</b> Write your response to the question. Then, share what you wrote with your classmates or a partner.</p>	<p><i>Estimated time: 5 mins</i></p> <p>4. Think about your favorite teacher or boss. Describe the qualities that made them great:</p>

## 2

### Hard Skills vs. Soft Skills

Some skills are used only in specific situations, where others are more universally valuable. Watch this short video, then follow your teacher's directions to answer the questions either within the EdPuzzle itself or on this document.

*NOTE: EdPuzzle videos shuffle answer choices and do not always match the order provided in the lesson here.*

*Estimated time: 5 mins*

5. Which of the following options is an example of a HARD SKILL?
  - a. Leadership
  - b. Data analysis
  - c. Adaptability
  - d. Collaboration
6. Which description best defines SOFT SKILLS?
  - e. Skills that an employee acquires only after staying at one job for longer than 6 months
  - f. Interpersonal people skills that can be used in every job
  - g. The ability to write a strong resume and cover letter
  - h. Job-specific skills and knowledge required to perform a task
7. How can someone develop or strengthen their soft skills?
  - i. Attending a university or completing a certification program
  - j. Research the job description for a position you want to apply for and practice only the first two skills required
  - k. Avoid situations that require working with other people
  - l. Practice skills like active listening, creative thinking, and flexibility in the real world over time
8. Which of the following statements is TRUE?
  - m. Soft skills are mandatory for only customer service positions, while hard skills are mandatory for all other jobs
  - n. You will only be hired if you demonstrate more soft skills than hard skills in your resume and interview
  - o. It is important to have a balance of hard and soft skills in the workplace, so that your efforts are efficient and professional
  - p. Most employers immediately hire candidates after assessing

		their hard skills through their degrees, training, and certifications		
3	<p><b><u>The Importance of Soft Skills</u></b></p> <p>Both hard skills and soft skills are important to succeed in the workplace,, but soft skills have become more important than ever before. Analyze the data in this slide, then answer the questions.</p>	<p><i>Estimated time: 5 mins</i></p> <p>9. An overwhelming majority of employers responded that soft skills matter as much or more than hard skills. If hard skills are required to do certain jobs, why do you think employers believe soft skills matter more?</p>		
4	<p><b><u>The Top 25 Soft Skills and 3 Ways to Get Them</u></b></p> <p>A person's soft skills are hard to measure unless you can see them in action, but they are crucial to succeed in many different scenarios in the workplace. Review the article to learn more about the most sought-after skills in the workplace, then answer the questions.</p>	<p><i>Estimated time: 10 mins</i></p> <p>10. Which soft skill do you view as your greatest strength and why?</p> <p>11. Which soft skill do you view as your greatest opportunity for improvement and why?</p> <p>12. Of the 3 ways the article lists to cultivate soft skills, explain which one you think would be most beneficial to you in your first job as an adult.</p>		
5	<p><b><u>Employment Skills Listed by Job</u></b></p> <p>Every job requires its own unique set of hard and soft skills. This article lists many different industries. Click the link of the industry you're most</p>	<p><i>Estimated time: 10 mins</i></p> <p>13. Complete the following sentence-starters:</p> <table><tr><td>The industry I selected is...</td><td></td></tr></table>	The industry I selected is...	
The industry I selected is...				

<p>interested in, review the article to find the skills needed in that industry, then answer the questions.</p>	<table border="1" data-bbox="829 195 1422 373"><tr><td data-bbox="829 195 1125 283">A hard skill I will need for a job in this industry is...</td><td data-bbox="1125 195 1422 283"></td></tr><tr><td data-bbox="829 283 1125 373">A soft skill I will need for a job in this industry is...</td><td data-bbox="1125 283 1422 373"></td></tr></table> <p>14. What surprised you about the skills listed for this job? If nothing, how did you already know what would be expected of someone in this role?</p>	A hard skill I will need for a job in this industry is...		A soft skill I will need for a job in this industry is...	
A hard skill I will need for a job in this industry is...					
A soft skill I will need for a job in this industry is...					
<p><b>6</b></p> <p><b>Skills Matcher</b> You've learned about hard and soft skills and the industries in which they can be used. Now you will see how the skills <i>you</i> currently have align with various jobs by answering the questions in this Skills Matcher. Once you're done, you will see a list of recommended occupations based on your answers. Use your results to answer the questions.</p>	<p><i>Estimated Time: 15 mins</i></p> <p>15. Click on the link for a job from your top 10 results that you would like to learn more about. Use the occupation profile for that job to answer the following questions.</p> <p>q. Which job did you select?</p> <p>2. How does the outlook for this job influence your decision to pursue it?</p> <p>3. Does the education required for this job match your plans for after high school?</p> <p>16. What skills have you gained during your high school career that might help you succeed in this job?</p>				

<div>7</div> <div><b>Demonstrating Soft Skills</b> Soft skills are hard to measure without seeing a person in action. Similarly, they are hard to strengthen without practice. Follow your teacher's instructions to practice soft skills and to complete this activity.</div>	<div>Estimated time: 30 mins</div> <div><i>In this part of the assignment, please pick whichever scenario you would like. COPY AND PASTE THE SCENARIO HERE! Please include how you would respond to that situation. You must complete at least one scenario to receive credit.</i></div> <div><i>*At the bottom of the document it says</i></div> <div><b>Questions for Reflection or Discussion:</b></div> <div><i>*Answer the questions under this heading in your document.</i></div> <div><div>1.</div><div>2.</div><div>3.</div></div>