



# FUTURE READY SKILLS

Student development of the 6 Future Ready Skills is an essential element of NAF's outcomes-driven approach to work-based learning, along with clarifying career aspirations and building professional connections. These 6 skills were carefully selected after working with [MHA Labs](#) to build upon their thorough research and holding conversations across the NAF Network. By building these skills through work-based learning activities and receiving feedback from professionals, students will be positioned for success in the world of work today and tomorrow.

## COLLABORATION



- Encourages the ideas, opinions, and contributions of others, leveraging individual strengths
- Provides feedback in a manner that is sensitive to others' situation and feelings
- Clarifies areas of disagreement/conflict that need to be addressed to achieve a common goal
- Seeks to obtain resolution of disagreements/conflicts to achieve a common goal

*Also referred to as: accountability, cooperation, helpfulness, leadership, participation, conflict resolution, teamwork*

## COMMUNICATION



- Organizes information that serves the purpose of the message, context, and audience
- Uses and adjusts communication strategies as needed based on the purpose of the message, context, and audience
- Signals listening according to the rules/norms of the context and audience
- Seeks input to gauge others' understanding of the message
- Asks questions to deepen and/or clarify one's understanding when listening to others

*Also referred to as: listening, negotiation, persuasion, presentation, verbal or written communication*

## PROBLEM SOLVING



- Defines problems by considering all potential parts and related causes
- Gathers and organizes relevant information about a problem from multiple sources
- Generates potential solutions to a problem, seeking and leveraging diverse perspectives
- Identifies alternative ideas/processes that are more effective than the ones previously used/suggested
- Evaluates the advantages and disadvantages associated with each potential solution identified for a problem
- Selects and implements the best solution based on evaluation of advantages and disadvantages of each potential solution

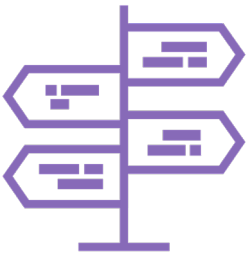
*Also referred to as: creative, critical thinking, decision making, innovative, process-oriented, strategic*





# FUTURE READY SKILLS

## INITIATIVE & SELF-DIRECTION



- Demonstrates awareness of own abilities and performance
- Seeks knowledge and information proactively to build understanding and anticipate what is needed
- Needs minimal supervision to complete tasks
- Attempts to complete tasks independently before asking for help
- Follows rules/directions as required by the task/situation
- Maintains focus on tasks despite internal and/or external distractions
- Strives to overcome barriers or set-backs, seeking assistance when needed
- Adapts approach in response to new conditions or others' actions

*Also referred to as: adaptable, agile, dedicated, focus, grit, motivated, optimism, perseverance, persistent, project management, self-discipline, work ethic*

## SOCIAL AWARENESS



- Demonstrates integrity and situational ethics
- Recognizes the consequences of one's actions
- Balances own needs with the needs of others
- Takes into consideration others' situation/feelings
- Develops and implements strategies for navigating in different cultures/contexts

*Also referred to as: appreciation, code-switching, cultural competence, diversity, empathy, emotional intelligence, ethics, fit, global awareness, perceptive, responsibility, social intelligence, social skills*

## PLANNING FOR SUCCESS



Sets and prioritizes goals that reflect a self-awareness of one's capabilities, interests, emotions, and/or needs

Breaks goals into actionable steps

Accurately estimates level of effort and establishes realistic timelines

Manages time to complete tasks on schedule

Applies existing/newly acquired knowledge, skills, and/or strategies that one determines to be useful for achieving goals

Monitors progress and own performance, adjusting approach as necessary

Demonstrates a belief that one's own actions are associated with goal attainment

*Also referred to as: ambition, assertive, goal-setting, impulse control, mastery-focuses goals, metacognitive strategies, motivation, multi-task, plan, punctual, preparedness, self-regulation, self-reliance, time management*

