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Self-Assessment Tools

Knowing more about your values, work style, and other personal factors is helpful as you work to clarify your career aspirations, expand your skills, and build connections.

- [4 Tendencies](#) (Gretchen Rubin)
- [Penn Authentic Happiness Questionnaire Center](#) (Values in Action, Strengths, and others)
- [16 Personalities](#) (Personality Type Assessment)

Technology Skills

Short training sessions, videos, and other resources so you can strengthen your tech skills.

- [Microsoft Learn Student Hub](#)
- [Excel Courses](#) (Udemy)
- [Computer Science Principles](#) (Code.org & NAF)
- [Hour of Code Activities](#) (Code.org)
- [NAF Tech Expeditions](#)
- [Computer Programming and Coding](#) (Khan Academy)
- [Scratch Coding and Animation](#) (MIT)
- [Photoshop Tutorials](#) (Phlearn)
- [Short courses on multiple tech topics](#) (SkillShare)

Collaboration

These resources provide information and strategies on how you can contribute to the work of the team, support others, and resolve areas of disagreement or conflict through discussion.

- [Teamwork Skills](#) (Pearson)
- [Are You an Ideal Team Player?](#) (TED Talk)

Communication

Since this is essential for workplace success, these resources help you learn to listen to understand and ask clarifying questions as needed. They also cover how to information in an organized manner that serves the purpose of the message, context, and audience.

- [On the Job: Verbal Communication](#) (NAF Internship Prep)
- [On the Job: Written Communication](#) (NAF Internship Prep)
- [How to Talk to Anyone](#) (Video summary of Leil Lowndes' book)
- [Crucial Conversations](#) (Video summary of multi-author book)
- [Exactly What to Say](#) (Video summary of Phil Jones' book)
- [How to Build Strong Business Relationships Remotely](#) (HBR)

Problem-Solving

These resources address how you can break problems into manageable parts, generate multiple potential solutions to problems using relevant and factual information to guide your decisions. They also touch on ways to identify new and more effective ways to solve problems.

- [What is Problem-Solving and the Problem-Solving Process?](#) (ASQ)
- [Problem-Solving Skills & Resources](#) (Barclay's Lifeskills)

Initiative & Self-Direction

Being able to receive feedback on your performance and adapt appropriately and stay calm, clear-headed, and unflappable under stress are vital skills. Working independently and seeking out information you need to complete tasks is also important.

- [Growth Mindset Activities](#) (Khan Academy)
- [The Upside of Stress](#) (Video summary of Kelly McGonigal's book)

Planning for Success

These resources focus on time management, overcoming procrastination, and being dependable.

- [Getting Things Done](#) (Video summary of David Allen's book)
- [Indistractable](#) (Video summary of Nir Ayal's book)
- [Eat That Frog! Stop Procrastinating](#) (Video summary of Brian Tracy's book)

Social Awareness

In work and life, it is important to maintain integrity and honesty in all situations and to take responsibility for your own actions without blaming others. Adapting to different social environments and cultures is critical, as is considering the feelings and needs of others when making decisions or performing tasks.

- [3 Ways to Measure Your Adaptability & Improve It](#) (TED talk)

Additional Resources

Other videos and articles that you can explore.

- [Virtual Courses for High School Students](#) (Coursera)
- [Financial Literacy Lessons](#) (EverFi)
- [Teaching Teens Entrepreneurship and Financial Independence](#) (Entrepreneur on Fire Podcast)

Internship Success Strategies

Learn about ways to maximize your internship experience.

- [Prepare for Internships](#) – multiple resources (NAF)
- [Internship Preparation Modules](#) (NAF)
- [The Value of High School Internships](#) (NAF)
- [Internship videos – Student Perspectives](#) (NAF)