



ADAPTABILITY

OPEN TO CHANGE

- Sees when things change and recognizes that change can be an opportunity.
- Open to new experiences, including work environments, roles, and tasks.
- Acknowledges the viewpoints of others and accepts suggestions to get the job done.
- Handles average amounts of stress, positively uses feedback, and learns from things that go wrong.



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OVERVIEW & PURPOSE

To help students become open to change, see change as an opportunity and be open to new experiences.

OES STANDARDS, click [here](#) for:

Career Technical Education: Statewide Framework Employability Skills, (Senate Bill 3: HECPS & PFE), Health, Social Studies, ELA (11/12), Science, Math (HS), AVID (12), TSEL, MBSS-School Counselors, STEM-Engineering Design

 [Standards Tutorial](#)

Incorporating the Oregon Employability Skills (OES) into your subject area empowers students to apply essential employability skills within academic contexts, enriching their learning experiences and preparing them for real-world challenges. By integrating these skills across various disciplines, educators can foster a more holistic, resilient, and engaged student body, ultimately enhancing academic outcomes and equipping students with the tools they need for lifelong success.

Curriculum Resources:

-[OES Curriculum Workbook](#)

Your students will need to make their own copy. You can simply send them this link through their email.

Document Note:

Remind graduating students to migrate their school Google Drive contents, like reflections and interview practice, to a personal drive. This will help them use their "Tell Your Story", job seeker's toolbox, and other documentation (workbooks, etc.) to showcase in the future as needed.

Oregon Employability Skills curriculum is part of a free and open access resource for educational purposes only. Funded by the Oregon Department of Education, in partnership with Higher Education Coordinating Commission and endorsed by the Workforce and Talent Development Board.

For more information and training visit our website at oregonemployabilityskills.org

SKILLS CONNECTION

TRAITS

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DEFINE AND GUIDE

Being adaptable means you are flexible, you can predict potential problems, you know how change affects you, and you respond in a way that allows for change without getting overly stressed.

I CAN

1. I can recognize when changes in the workplace offer me opportunities for growth.
2. I can embrace new challenges at work in order to improve and expand my skill set.
3. I can encourage others to share their ideas so that we work smarter toward our goals.
4. I can take care of my mental wellbeing even when I make mistakes or get negative feedback.

RELEVANT TERMS

FEEDBACK: a helpful response to someone, which is used for improvement

GIG WORKER: Someone who works for a limited time period, as on a temporary, part-time, or project-based job

STRESS: The mental or emotional strain or tension that comes from experiencing a difficult situation

FIXED MINDSET: The belief that our abilities and intelligence are predetermined and do not change regardless of our efforts

GROWTH MINDSET: The belief that our abilities can change over time, as we experience and learn more

MULTIDISCIPLINARY: combined or involving more than one discipline or field of study, or business and industry department

TRANSFERABLE SKILLS: skills you can take from one job or task to another

WORK/LIFE BALANCE: a healthy balance of work and personal commitments

PRE-ASSESSMENT

Pre-assessments for each OES skill are available to you through Google Forms. To access and distribute the form, please use the link below which will force a copy. Your responses will be available to you or whomever you give access to.

[Pre-Assessment Link](#)

ESSENTIAL QUESTIONS

- When change occurs, how do I see it as an opportunity for personal and professional growth?
- How will embracing challenges at work help me improve and expand my skill set?
- How will listening to my colleagues' ideas create a positive and successful workplace?
- How can I protect my mental well-being, even when I make mistakes on the job and receive negative feedback?

TRAIT 1

Learns new things, builds skills, and seeks more job responsibilities

Essential Question:

What steps should I take to expand my skill set so that I increase career and job opportunities that are available to me?

Content Summary:

An entrepreneur sees a need and then learns new things, builds skills, and takes responsibility to create a solution. Expanding your skill set will allow you to pursue new or better opportunities in various settings.

Workplace Connection:

Example: Naomi from St. Charles Health: Listen for how Naomi's ability to embrace change when she needed to support a family member led her to a new career.

Activity: Transferable Skills activity (handout)

Tell Your Story:

- Tell about how you approach unexpected challenges or changes in your work? Can you give an example of how you turned a challenge into an opportunity?
- Can you tell about or describe a time when you faced a significant change in your school, job or life? How did you adapt to this change, and what was the outcome?

Career Connected Learning: Job Seeker's Toolbox

Activity: Resume & Interview checkpoint

TRAIT 2

Open to new experiences including work environments, roles, and tasks

Essential Question:

How will embracing challenges at work help me improve and expand my skill set?

Content Summary:

Embracing new challenges helps in skill development, problem-solving abilities, and career growth. Being open to new ideas and methods is crucial for adaptability.

Oregon Employability Skills: Adaptability

Workplace Connection:

Example: MetaFab: How do MetaFab employees adapt to constant change and new challenges?

Activity: Staff Meeting: Managing Change (handout activity)

Career Journey:

Example: Madeline's Story: How has Madeline's ability to embrace new roles and experiences played a part in finding her career? Analyze how showing up and doing what you say you are going to do is important despite not having all the knowledge.

Tell Your Story:

- Tell about an experience where you took on a challenging task or role that was outside your comfort zone? How did this experience help you develop new skills?
- Tell how you stay motivated when faced with tasks or projects that require you to learn new skills or knowledge? Can you provide an example of how this attitude has benefited your work?

Career Connected Learning: Job Seeker's Toolbox

Activity: Create a list of transferable skills and explore how they can be applied in different job roles.

TRAIT 3

Acknowledges the viewpoints of others and accepts suggestions to get the job done

Essential Question:

How will listening to my colleagues' ideas create a positive and successful workplace?

Content Summary:

Considering other viewpoints fosters a collaborative and innovative work environment. It helps in finding effective solutions and enhances team performance.

Workplace Connections:

Example: Umatilla Drones program (coming late July 2024)

Activity: updating soon

Example: University of Oregon.

Activity: Assemble a multidisciplinary team for a hypothetical project and discuss the importance of each role.

Example: KDP Certified Public Accountant: How did Daniel's company find an adaptable solution by understanding each other's viewpoints?

Activity: Navigate and advocate for understanding rights and responsibilities in a workplace scenario.

Oregon Employability Skills: Adaptability

Tell Your Story:

- Tell how you typically approach asking for help when faced with a new or unfamiliar task? Can you share an example of how this approach has helped you successfully adapt to a change?
- Tell about and describe a situation where you had to seek advice or assistance from others to overcome a challenge at work? What was the outcome, and how did it help you adapt to the situation?

Career Connected Learning: Job Seeker's Toolbox

Activity: Draft a cover letter describing how you demonstrate adaptability and use of transferable skills.

TRAIT 4

Handles average amounts of stress, positively uses feedback, and learns from things that go wrong

Essential Question:

How can I protect my mental well-being, even when I make mistakes on the job and receive negative feedback?

Content Summary:

Managing stress and using feedback constructively are key to maintaining mental well-being and continuous improvement in the workplace.

Career Journeys:

Example: Jessica West's Story: How did Jessica handle the stress of stepping into a new role quickly?

Activity: Make a list of strategies for dealing with stress and practice stress-reducing techniques.

Example: Erica Carmona's Story: How did Erica use feedback to be successful in the workplace?

Activity: Discuss the importance of work-life balance and how to manage stress effectively and dealing with feedback appropriately.

Tell Your Story:

- Tell about how you typically manage stress when faced with demanding tasks or tight deadlines? Can you share a specific strategy or plan that helps you stay focused and effective?
- Tell about or describe a time when you made a mistake or failed to complete a task correctly? How did you take responsibility for the situation, and what steps did you take to reduce stress and address the issue?

Oregon Employability Skills: Adaptability

Career Connected Learning: Job Seeker's Toolbox

Resume and Interview checkpoint