21st Century Work Ready ACTIVITY BOOK



STUDENT NAME

STUDENT NUMBER

Activity 1

Create a list of sources to track new professional trends and insights for your discipline, and a design a schedule to keep them updated.

SOURCE NAME	RELEVANCE	WEB ADDRESS	FREQUENCY	NOTES
Example: World Economic Forum	Broader context to my career plans	https://www.weforum.org/agenda/ archive/fourth-industrial-revolution	Monthly	Sections of interest: The Biggest Risks to Society and Great Reset. Keep re ecting on how all this may affect my industry/job and my career plans.

Audit your current command of the Top Ten 21st Century Skills from the World Economic Forum.

SKILL		

SKILL	RATING (Competent, Strength or Need to Develop)	STAR Description of the experience, or your plan to develop that skill STAR: S – Situation, T-Task, A-Action, R-Result
Emotional intelligence		
Judgment and decision making		
Service orientation		
Negotiation		
Cognitive exibility		

Draft your skill development plan.

WHEN	WHICH TOP TEN SKILL DO YOU WANT TO DEVELOP	WHAT TRANSFERABLE SKILLS DO YOU HOPE TO DEVELC	DEVELOPMENT	LIACTIVITY, LINKS, CONTACTS	REFLECTION ON PERSONA AND PROFESSIONAL DEVELOPMENT
Example: SP2, 2021					

WHEN			