

New skills for new jobs

COMMUNICATION

LEVEL	NUMBER	LANGUAGE
Upper-intermediate	EN_BE_3103X	English






Goals

- Can understand and use standard terminology related to professional skills in the workplace
- Can clearly express my own views on what skills are most important in the digital revolution





Have you ever considered your **strengths** and **weaknesses** in the workplace?

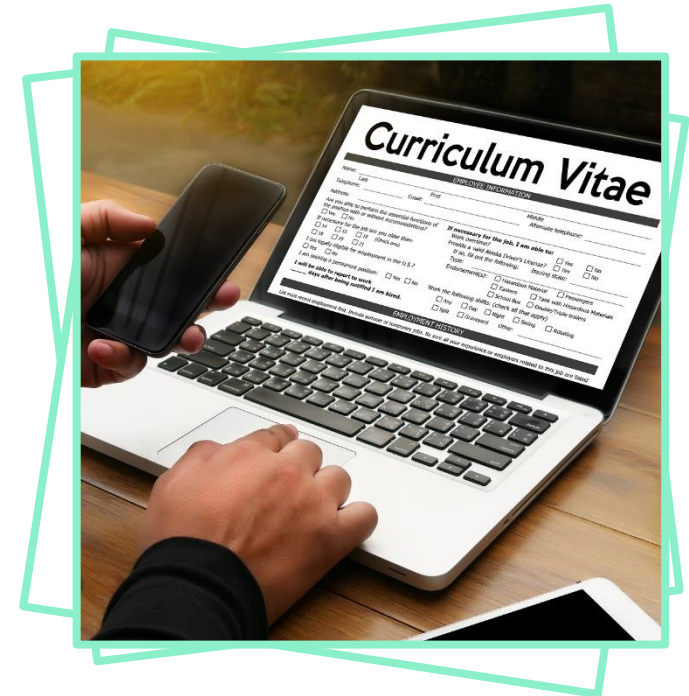
Everyone has a unique **skillset** based on their **personality, experience** and **work history**.

The **digital revolution** has inspired an increased demand for **new skills**.



Warm up discussion

What are some **skills** that are considered to be an **asset** for a company?





Tell your teacher

**Technological change has redefined the world of work.
What are some examples of *new skills* that have emerged since
companies started going digital?**



internet?

programming?

social media?



Talk about your skills

Have you used these skills before?

delegation

adaptability

resilience

expertise

digital competencies

Digital competencies are skills which apply to digital jobs. Proficiency in using the internet, social media and word processing are examples of digital competencies.



Anderson's profile shows a promising diversity of **digital competencies**.



Categorise

**Categorise the digital competencies into basic and advanced skills.
Explain your choices to the teacher.**

building robots

experience using
word processors
and spreadsheets

competent touch-
typing

using the internet
for industry
research

mastery of graphic
design software

configuring
artificial
intelligence

programming
languages

proficiency with IT
and networking

basic digital
competencies

advanced digital
competencies



New words

multilingual

We have many foreign clients so we are looking for a candidate with **multilingual** skills.

resilience

Frank showed a great deal of **resilience** when things were especially busy last week.

flexibility

The most important thing, at the end of the day, is to demonstrate **flexibility**.

social skills

David lacks the necessary **social skills** for developing strong friendships.

communicative

The new trainee is very honest and **communicative**!

organisational skills

Teachers need to have a high degree of **organisational skills** in order to master time management.



What about you?

**Discuss your own skills with your teacher.
What are your strengths?**



What would you like to improve?
How?

Strengths

Weaknesses

General skills for effective work

General skills are the skills that help you work effectively on your own and in a team. Employers seek candidates with general skills, often screening for them in interviews. They are broader skills which are useful both in and out of the workplace. Without general skills we would find it very difficult to get even basic tasks completed to a good standard.

Examples of general skills are **communication, problem-solving and analytical skills**, as well as a good attitude towards **teamwork**.



These tests are designed to measure your **general skills**.

multilingualism

multitasking

Multilingualism, or the ability to speak multiple languages, is becoming an increasingly valued and even expected skill in many workplaces. Companies exist and compete in a global environment, and language expertise is highly prized by employers in forward-looking companies.

Multitasking is the ability to perform more than one task at once. In the rush and tumult of the modern workplace, this is becoming increasingly necessary.



This is a **multilingual** office.

flexibility

problem-solving skills

Flexibility is a skill that focuses on a person's ability to improvise, adapt to new situations and shift their strategies for a problem or task if the first method is not working. **Flexible** people are more likely to thrive in a range of different environments.

A person with good **problem-solving skills** can identify problems, structure them clearly in their mind and implement effective solutions. These skills have always been critically important to employers.



I don't know what this team would do without Sarah's **problem-solving skills**.

self-management

communication skills

Self-management skills enable a person to work independently and be productive in any working environment. People with good self-management skills are organised, make good decisions for themselves and can effectively manage their stress levels.

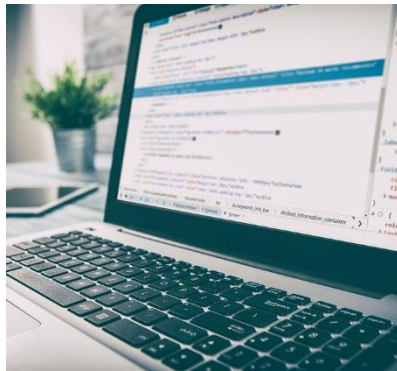
Communication skills enable a person to communicate effectively and clearly. They tend to be good listeners, clear speakers and understand how to give and receive nonverbal signals using body language.



The director has very effective **communication skills**.

analytical skills

Analytical skills enable a person to visualise, gather information, analyse and solve complex problems using logic and rationality. Analytical skills are necessary when analysing trends, implementing a process, programming, and handling tasks and duties efficiently.



Leon's success as a programmer is no surprise given his **analytical skills**.



Talking about skills

**Which of these skills do you find the most useful?
Which are most important in your field?**



analytical skills

multilingualism

flexibility

self-
management
skills

multitasking

problem-solving
skills

communication
skills



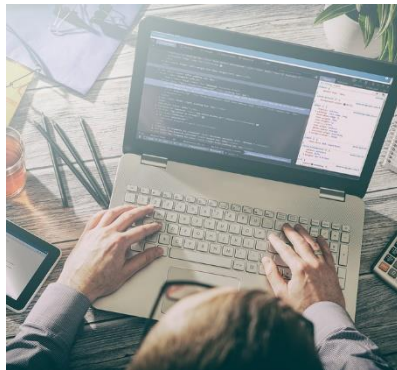
Your skills



Which of the skills that you listed in the previous activity do you think you are good at?
Are there any in particular you think you could improve on?

programming languages

One advanced digital skill currently in high demand is **proficiency in programming languages**. Learning to code opens numerous career doors. The programming industry is booming and numerous start-ups are taking off, reflecting a demand for apps and software in every aspect of our lives. **Coding** also happens to be very well paid.



I am also adept at **programming** with a **working knowledge** of Python and Javascript.



Tell your teacher

Considering the growth in the tech industry, do you think everyone should learn a programming language?





Aged workforce

Many older people feel as if they are being left behind in the modern workplace.

Read the article below.

Workers from older generations often find it difficult to adapt to changing technological and social norms. Many feel daunted by office spaces which are increasingly dominated by communications technology and gadgets which have altered their conception of a task or process.

Not all older staff members are technophobic, however! While many can be reluctant to embrace new gadgets and software, a little bit of encouragement goes a long way. Giving people a strong reason to learn new methods – such as demonstrating how efficient and time-saving technology can be – can help to alter negative perceptions.

Resistance to technology is natural to many in an older age-bracket. Nevertheless, it pays to keep up to date. The risk is that as technological innovation continues to boom, the aged workforce will be excluded from some of the most thriving industries in business. In order to stay competitive, many aged workers are retraining and touching up their C.V. for a world vastly different to the one they came of age in.

What would you recommend to older individuals who find it difficult to adapt to contemporary workplaces and the technology that goes along with it?



Discuss

Reflect on the skills that are required for your own job.



1

Which of the skills do you think are your weakest?



Discuss

Answer these questions, building on your previous answers



1

The skills I am weakest at are...



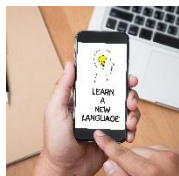
2

Do you think you could improve them? Why?



Discuss

Answer these questions, building on your previous answers



1

The skills I am weakest at are...



2

I think I could improve my _____ skills because...



3

How do you think you could improve these skills?



Your opinion

Discuss the quote below with the teacher or your classmates.
What do you think it means?
Do you agree or disagree? Explain why!

“

People are not born with **inherent** skills, rather, they acquire them over time and through their own motivation and energy.

”



Improving skills

**What strategies can you use to improve skills if you need to?
Have you tried using any of the following methods to improve
your skills before?**

night classes

online courses

work experience

volunteering



Speak your mind

**Would you rather learn a
programming language or
take a class to learn a new
language?
Why?**

fun

relevant

interest



Work experience

Many of our skills are developed as a result of our life experiences.

Talk about some of the skills the people below might have developed from their unique experiences.

Studying for a year in Spain



Teaching English in Cambodia



Volunteering as a lifeguard during adolescence



Caring for a sick family member





Discuss

What skills have you developed from your work experience?



A new era

Write a short paragraph on the new skills necessary to thrive in the modern workplace. A starting sentence has been provided for you to help you get started.

A large, blank, lined area for writing, resembling a spiral notebook page.

The new era of the internet has resulted in certain skills being highly prized by employers.





Looking ahead

What skills will be most valuable for the future, in your opinion?





Future skills

Technological change will continue to accelerate, meaning those who haven't 'future-proofed' their skillset risk being made redundant.

Write a short response to this statement using the prompts below to help you.

robotic workers

rising inequality

future-proofing

redundancy of
some
professions



Reflect on the lesson

Take a moment to review any new **vocabulary, phrases, language structures** or **grammar points** you have come across for the first time in this lesson.

Review them with your teacher one more time to make sure you don't forget!







List activity

Write two lists.

In the first, list some of the useful phrases and vocabulary you learned in the lesson.

In the second, note some skills or ideas you'd like to develop after talking about the concepts in the lesson.

Vocabulary

Skills to develop



Writing

Pick 2-3 skills to respond to.

delegation

multitasking

resilience

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