



Introduction (5 minutes)

Read the introduction and answer the following questions:

1. What are essential skills, and why are they important for success in the workplace?

2. Can you think of a time when you had to use one of the essential skills in a real-world scenario?

Understanding Essential Skills (15 minutes)

Read the section on understanding essential skills and answer the following questions:

1. What are some examples of essential skills?

2. How can you develop your essential skills?

Communication Skills (20 minutes)

Read the section on communication skills and answer the following questions:

1. What are some ways you can improve your communication skills?

2. Can you think of a time when you had to communicate effectively in a team or group project?

Group Task:

Work in a group to complete a task that requires effective communication.

[Space for group work]

Teamwork and Collaboration (20 minutes)

Read the section on teamwork and collaboration and answer the following questions:

1. What are some benefits of working in a team?

2. Can you think of a time when you had to work with someone who had a different opinion or perspective?

Problem-Solving and Critical Thinking (25 minutes)

Read the section on problem-solving and critical thinking and answer the following questions:

1. What are some strategies you can use to solve problems?

2. Can you think of a time when you had to make a difficult decision?

Group Task:

Work in a group to solve a problem that requires critical thinking.

[Space for group work]

Time Management and Organization (20 minutes)

Read the section on time management and organization and answer the following questions:

1. What are some strategies you can use to manage your time effectively?

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2. Can you think of a time when you had to prioritize tasks and meet a deadline?

Adaptability and Resilience (20 minutes)

Read the section on adaptability and resilience and answer the following questions:

1. What are some strategies you can use to adapt to changing circumstances?

2. Can you think of a time when you had to bounce back from a setback?

Individual Reflection:

1. What did you learn about adaptability and resilience?

2. How can you apply what you learned to your everyday life?

Activities and Questions (30 minutes)

Complete the following activities and questions:

1. Write a short paragraph about a time when you had to communicate effectively in a team or group project.

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2. Work in a group to complete a task that requires effective communication.

[Space for group work]

Conclusion (10 minutes)

Read the conclusion and answer the following questions:

1. What are some essential skills that you think are most important for success in the workplace?

2. Can you think of a time when you had to use one of the essential skills in a real-world scenario?

Individual Reflection:

1. What did you learn about essential skills?

2. How can you apply what you learned to your everyday life?

Additional Questions (20 minutes)

Answer the following questions:

1. What are some challenges you face when developing your essential skills, and how can you overcome them?

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2. How can you continue to develop your essential skills?

