

SKILLS FOR THE 21ST CENTURY

BASIC KNOWLEDGE / SKILLS

English Language (spoken)

Reading Comprehension (in English)

Writing in English (grammar, spelling, etc.)

Mathematics & Science

Government / Economics

Humanities / Arts

Foreign Languages

History / Geography

APPLIED SKILLS

Critical Thinking / Problem Solving—Exercise sound reasoning and analytical thinking; use knowledge, facts, and data to solve workplace problems; apply math and science concepts to problem solving.

Oral Communications—Articulate thoughts, ideas clearly and effectively; have public speaking skills.

Written Communications—Write memos, letters and complex technical reports clearly and effectively.

Teamwork / Collaboration—Build collaborative relationships with colleagues and customers; be able to work with diverse teams, negotiate and manage conflicts.

Diversity—Learn from and work collaboratively with individuals representing diverse cultures, races, ages, gender, religions, lifestyles, and viewpoints.

Information Technology Application—Select and use appropriate technology to accomplish a given task, apply computing skills to problem-solving.

Leadership—Leverage the strengths of others to achieve common goals; use interpersonal skills to coach and develop others.

Creativity / Innovation—Demonstrate originality and inventiveness in work; communicate new ideas to others; integrate knowledge across different disciplines.

Lifelong Learning / Self Direction—Be able to continuously acquire new knowledge and skills; monitor one's own learning needs; be able to learn from one's mistakes.

Professionalism / Work Ethic—Demonstrate personal accountability, effective work habits, (e.g., punctuality, working productively with others, and time and workload management).

Ethics / Social Responsibility—Demonstrate integrity and ethical behavior; act responsibly with the interests of the larger community in mind.

*For the most part, this list of basic knowledge and skill areas includes the core academic subjects as identified by the No Child Left Behind Act of 2001.

**The list of applied skills was derived primarily from the Partnership for 21st Century Skills. In addition, several members of The Conference Board's Business and Education Council were consulted.