

# Virtual Job Shadow

Developing Soft skills



# What are Soft Skills?

- Soft skills are personal attributes that allow someone to excel at their jobs and communicate effectively with other people. Some examples:
  - **Communication** (*verbal, written, listening, body language, empathy*)
  - **Critical thinking** (*creativity, flexibility, problem solving, resourcefulness, willingness to learn*)
  - **Leadership** (*decision making, conflict management, independence*)
  - **Positive attitude** (*cooperation, energy, enthusiasm, friendliness, patience, honesty*)
  - **Teamwork** (*collaboration, customer service, diversity awareness, self-awareness*)
  - **Work ethic** (*focus, motivation, perseverance, openness, reliability*)

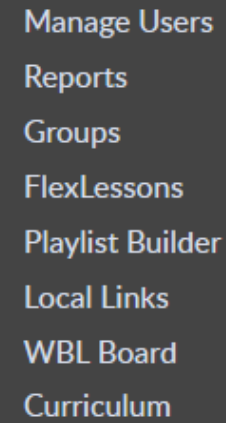
# Using Virtual Job Shadow to Develop Soft Skills

- Mini Lessons
- Career Central
- Work Importance Locator Assessment
- Goal Setting
- FlexLessons



# Mini Lessons

Go to Curriculum in the Admin tab  
and click Mini Lessons:



Manage Users  
Reports  
Groups  
FlexLessons  
Playlist Builder  
Local Links  
WBL Board  
Curriculum

These are immediately applicable lesson plans and resources:

- Employability Soft Skills
  - Verbal Communication; Written Communication; Personal Development
- Time Management
  - What is Time Management; Self-management and Independence
- Team Building
  - Relationship Building; Teamwork and Collaboration

# Career Central

Assessments  
Resume Builder  
Postsecondary Plan  
Goal Setting

Go to Career Central in the Careers tab:

- Explore jobs of interest
  - Identify skills that might be needed
  - Brainstorm WBL that might be similar in building those soft skills
  - Important Qualities (in required education)
- Watch a video, quiz on what skills were demonstrated
  - As a lesson or homework:
    - create a video playlist for students to watch and discuss the different skills they noticed (Flex Lesson)
    - informational interview with employer in the area about desired qualities

# Work Importance Locator

Assessments  
Resume Builder  
Postsecondary Plan  
Goal Setting

Go to Assessments in the Tools tab and click the WIL assessment:

- Values often line up with appreciable skills. Let the students take the assessment to identify their values, then locate skills applicable to these careers. These skills may be more in line with what the students wants to learn. It's also an opportunity to review perceptions and expectations for job skills.
- Take the assessment
  - Check jobs that line up
  - Explore skills that match
  - Are students good with them? Desire to get better? What can they practice?

# Goal Setting

Assessments  
Resume Builder  
Postsecondary Plan  
Goal Setting

Go to Goal Setting in the Tools tab:

- Review desired soft skills to learn
- Short term soft skill goals
  - You can also create long term goals
- Practice identified desired soft skills
  - Create a goal with a description and timeline. Follow up with your student on their progress



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# FlexLessons

Go to FlexLessons in the Admin tab:

- Design a lesson that reviews soft skills or features the soft skills you are wishing to address
  - You can add content from Virtual Job Shadow, as well as independent content
  - Assign readings, videos, or quizzes
- If you have questions about using FlexLessons, contact Greg Ronco at [gronco@uwyo.edu](mailto:gronco@uwyo.edu)





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