

Preparing for Success: Mixer Activity

Take Inventory of

Your Academic and Workplace Readiness Skills and Strategies

Use the chart below.

1. Take an inventory of the skills and strategies you use. Make a check next to those skills/ strategies.
2. Talk with others. Ask about the skills and strategies they use. Ask for an example of how they use those skills and strategies. Write the person's name next to the skill/strategy they employ.

I can read and interpret documents, charts and graphs.	I can take leadership in a group and initiate new ideas.	I can listen and take notes. I can summarize and synthesize information.	I have a 21st Century "Growth Mindset".
If I don't understand something, I ask another employee or my boss for help.	When I am reading a document, I make predictions about the content of the material.	I can work in a team and get along well with others.	I can train others on new projects.
I use educational software programs for my own growth and to assist my students.	I communicate my ideas to others and listen to their feedback.	Before I make a decision or solve a problem, I consider the consequences of my actions.	I can create graphic organizers such as Venn diagrams and flow charts.
I can organize and complete my assigned tasks.	I can take an inventory of my own skills. I can do a self-assessment.	I set personal, social, and educational goals for myself.	I'm dependable, reliable and responsible.

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