

“Equipped For the Future”

21st Century Skills Standards for the New Economy

A correlation of the standards to TBS instructional resources

EFF Standards

	Career Planning										Job Selection										Career Development				Self-Improvement									
	Learning Styles Analysis	Aptitude Profiler	Interest Profiler	Work Importance Profiler	College Major Profiler	Professional Career Change Profiler	Drop-Out Prevention	Basic Academic Skills for Employment	Job Search	Performance & Retention	Customer Service	Sales	Work Culture	Knowledge	Skills	Abilities	Work Activities	Work Environment	Work Styles	SkillCert	Working Styles Analysis	International Computer Driving License	Advanced Software Applications Training	Ready4Work	Mastering Stress	Food 4 Thought	Relationships	Basic Personal Finance	Advance Personal Finance	First Steps Personal Finance	Saving & Investing			
A. Life Long Learning																																		
1. Take responsibility for learning	●	●						●					●	●	●	●	●	●	●	●	●	●	●	●	●	●					●	●		
2. Reflect and evaluate	●	●	●	●	●			●	●	●		●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●					●	●	
3. Learn through research	●	●		●	●	●		●				●	●	●	●	●	●	●	●	●	●	●	●	●	●	●						●	●	
4. Use information and communication technology	●	●	●	●	●			●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●							
B. Communication																																		
5. Read with understanding								●	●														●	●										
6. Convey ideas in writing								●	●														●	●										
7. Speak so others can understand									●			●											●	●										
8. Listen actively												●											●	●										
9. Observe critically							●																●	●	●	●								
C. Decision-making																																		
10. Use math to solve problems and communicate								●																									●	●
11. Solve problems and make decisions	●	●	●	●	●	●			●														●	●										
12. Plan	●	●	●	●	●	●			●		●		●	●	●	●	●	●	●	●	●	●	●	●	●	●	●						●	●
D. Interpersonal																																		
13. Cooperate with others								●	●	●	●												●	●				●						
14. Advocate and influence									●														●	●										
15. Resolve conflict and negotiate								●															●	●				●						
16. Guide others																							●	●										

Equipped For the Future (EFF) Standards have been developed to answer a complex question: "What do adults need to know and be able to do in order to carry out their roles and responsibilities as workers, parents, and family members, and citizens and community members?" The EFF standards focus on the skills that are essential for success in the workplace today. EFF standards communicate what it takes to be successful in ways that make sense to employers. EFF standards support customer choice and WIA accountability requirements.

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Career Planning

- Learning Styles Analysis
- Aptitude Profiler
- Interest Profiler
- Work Importance Profiler
- College Major Profiler
- Professional/Career Change Profiler
- Drop-Out Prevention
- Basic Academic Skills for Employment

EFF Standards

A. Life Long Learning

1. Take responsibility for learning	●	●						
2. Reflect and evaluate	●	●	●	●	●	●		
3. Learn through research	●	●		●	●	●		
4. Use information and communication technology	●	●	●	●	●	●		

B. Communication

5. Read with understanding								●
6. Convey ideas in writing								●
7. Speak so others can understand								
8. Listen actively								
9. Observe critically							●	

C. Decision-making

10. Use math to solve problems and communicate								●
11. Solve problems and make decisions	●	●	●	●	●	●		
12. Plan	●	●	●	●	●	●		

D. Interpersonal

13. Cooperate with others								●
14. Advocate and influence								
15. Resolve conflict and negotiate								●
16. Guide others								

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Job Selection

EFF Standards

A. Life Long Learning

	Goal Setting	Intro To Resume Writing	Developing the Resume	Job Search	Cover Letters & the Application	Interview Skills - Introduction	Interview Skills - Advanced	Community Networking	Performance & Retention	Customer Service	Sales	Work Culture	Knowledge	Skills	Abilities	Work Activities	Work Environment	Work Styles	SkillCert	
1. Take responsibility for learning	●		●				●						●	●	●	●	●	●	●	●
2. Reflect and evaluate	●							●	●			●	●	●	●	●	●	●	●	●
3. Learn through research	●											●	●	●	●	●	●	●	●	
4. Use information and communication technology			●				●	●	●	●		●	●	●	●	●	●	●	●	

B. Communication

5. Read with understanding			●																	
6. Convey ideas in writing		●	●																	
7. Speak so others can understand						●				●										
8. Listen actively										●										
9. Observe critically										●										

C. Decision-making

10. Use math to solve problems and communicate																				
11. Solve problems and make decisions	●			●																
12. Plan	●	●	●	●			●		●		●	●	●	●	●	●	●	●	●	●

D. Interpersonal

13. Cooperate with others							●	●	●											
14. Advocate and influence		●	●																	
15. Resolve conflict and negotiate																				
16. Guide others																				

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Career Career Development

Working Styles Analysis	Basic Computer Concepts	Using Computers and files	WordProcessing	Spread Sheet	Presentations	Information and Communication	Databases	Windows XP	Word XP	PowerPoint XP	Excel XP	Access XP	Outlook XP	Internet Explorer
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EFF Standards

A. Life Long Learning

1. Take responsibility for learning	●														
2. Reflect and evaluate	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
3. Learn through research	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
4. Use information and communication technology	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●

B. Communication

5. Read with understanding															
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Career Career Development																
Exceeding your customers' expectations	Making your time count	Participating in project teams	Negotiating for a positive outcome	Coaching in the workplace	Taking in information effectively	Dealing with conflict	Getting your message across	Listening successfully	Everyone sells	Turning problems into opportunities	Thinking creatively	Delegating for results	Leading a team	Making meetings happen	Influencing others positively	Making effective decisions

EFF Standards

A. Life Long Learning

1. Take responsibility for learning						●			●								
2. Reflect and evaluate		●	●	●							●						●
3. Learn through research																	
4. Use information and communication technology							●										

B. Communication

5. Read with understanding						●											
6. Convey ideas in writing																	
7. Speak so others can understand				●			●	●		●			●	●	●		
8. Listen actively									●							●	
9. Observe critically					●				●					●			

C. Decision-making

10. Use math to solve problems and communicate																	
11. Solve problems and make decisions										●							●
12. Plan		●												●			●

D. Interpersonal

13. Cooperate with others			●	●			●					●				●	
14. Advocate and influence	●		●	●	●			●		●			●			●	
15. Resolve conflict and negotiate				●			●							●			
16. Guide others			●		●				●			●	●			●	

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Career Career Development

Health & Safety
 Positive Workplace Environment
 Team Work
 Business Communications
 Customer Service & consulting
 Creative Problem Solving
 The Internet as a Business Tool
 Stress & Time Management
 Change Management
 Your Personality at Work

EFF Standards

A. Life Long Learning

1. Take responsibility for learning							●	●	●	●	●
2. Reflect and evaluate	●									●	●
3. Learn through research							●	●			●
4. Use information and communication technology							●	●			●

B. Communication

5. Read with understanding				●							
6. Convey ideas in writing				●	●						
7. Speak so others can understand				●	●						●
8. Listen actively				●	●						
9. Observe critically				●	●						

C. Decision-making

10. Use math to solve problems and communicate											
11. Solve problems and make decisions		●	●			●	●		●		
12. Plan		●	●			●	●	●			●

D. Interpersonal

13. Cooperate with others		●	●		●	●			●	●	
14. Advocate and influence		●	●		●				●		
15. Resolve conflict and negotiate			●			●		●			●
16. Guide others		●									

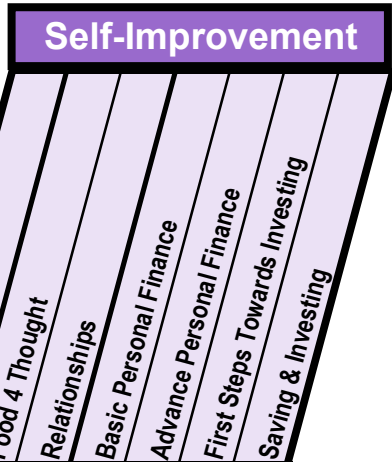
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