**SKILLS SORT ACTIVITY**

**Career & Leadership Development Center**

**Lesson Topic**: Skills Sort Activity (Answering the question: What are you good at and what do you enjoy doing?)

**Facilitation Time**: Approximately 30-45 minutes, depending on time allotted for in-class reflection.

**Instructor Preparation**: Prepare the Skills Sort PowerPoint to use during the lesson. Visit the CLDC’s [website](https://www.ohio.edu/student-affairs/career-and-leadership) to learn more about our services and programs. If you would like to learn more about how you could use other CLDC tools to best fit your instructional goals, fill out our [Faculty Partner Form](https://ohio.qualtrics.com/jfe/form/SV_2lufz4vs6V91cDX) to initiate formal involvement with the CLDC in your class.

**Student Preparation**: Bring a laptop, tablet, or smartphone to class to complete the activity.

**Lesson Plan**:

1. Use the Skills Sort Activity PowerPoint (available on CLDC website) to facilitate discussion and the activity. The PowerPoint also features the notes included below to guide the lesson. This lesson has been adapted from the [Knowdell Card Sort](https://www.knowdellcardsorts.com/) activity for “motivated skills”.
2. Describe the purpose and goals for this activity.
   1. Purpose: Consider how your skills align with career options. Identify skills commonalities and differences as a group. Explore how your top skills influence your career path and decision making​. Think about how your skills fit with your interests and skills​.
   2. Goals: Identify your top skills. Discuss how your top skills reflect your career interest. Identify one strategy to develop one skill you feel motivated to further refine.
3. Why is knowing your skills important?
   1. Career development involves knowing about yourself, knowing your options, and being able to align your self-knowledge with your options to make informed career decisions.
   2. Self-knowledge includes awareness of your interests, skills, and values.
   3. Having strong self-knowledge can help you feel confident about the decisions you make related to your career development process.
4. Give students 10-15 minutes to complete the online skills sort activity. Send out the [Skills Sort Activity link](https://ohio.qualtrics.com/jfe/form/SV_55PWA6RDrQLW3wF) prior to or during the lesson.
5. Provide time for students to discuss their reactions to the activity in pairs or small groups before transitioning to large group discussion.
   1. In small groups, share your top skills​.
   2. How do you use your top skills in daily life now? ​
   3. How do your skills align with your career path? ​
   4. How have you developed the skills you have now?
      1. Which of your skills just happened naturally?
      2. What prompted the other skills to develop?
6. Use these questions to prompt student reflection about their activity experience as a large group. If there is not sufficient time to reflect in class, consider using these prompts as part of a written assignment or in an online discussion board.
   1. Are there skills you are talented in but hate using? ​
   2. Which skills do you want to keep developing? ​
   3. Which skills do you feel most motivated to enhance?
   4. What is one action step you will take in the next 1-2 weeks to focus on skill development?
7. Prior to concluding class, ask for students to share more about their experience completing this activity
   1. What is something you learned today?
   2. Who has worked with a CLDC coach before?
      1. CLDC coaches can help with identifying career paths of interest, finding a job or internship, applying for graduate school and many other career and leadership topics
      2. Schedule a 30-minute coaching appointment through Handshake
   3. Online resources include additional activities like this one, as well as links to career exploration tools