

In 2017, the Fair Grove High School FBLA group organized and hosted a Soft Skills Fair for students. They graciously shared their planning materials with us to share with all of you.

Soft Skills Fair

Soft Skill: The phrase '*soft skills*' is often used to describe the skills which characterise relationships with other people, or which are about how you approach life and work.

Others phrases that are often used for these types of skills include: 'people skills', 'interpersonal skills', 'social skills' or 'transferable skills'.

Read more at: <https://www.skillsyouneed.com/general/soft-skills.html>

Logan:

- 1) Independence Skills
- 2) Thought organization
- 3) Self discipline/management

Taylor:

- 1) Interviews and applications
- 2) Social cues/small talk
- 3) Facial expressions

Jordan:

- 1) Growth mindset
- 2) Time management
- 3) Stress management

Stewart:

- 1)
- 2)
- 3)

Ryan:

- 1) Handshake
- 2) Body Language
- 3) How to talk to coworkers/boss

Jayden:

- 1)
- 2)
- 3)

Ashlee:

- 1) Emotional Intelligence
- 2) How to Build Rapport
- 3) Interpersonal Communication Skills

Alex:

- 1) Résumé Creation (also normal applications and such)
- 2) Time management (Schedules, calenders, etc.)
- 3) Researching/looking into jobs or organizations you are interested in as early as possible

Soft Skills Fair

Liz:

- 1)
- 2)
- 3)

Brannock/Rob/Overstreet Ideas

Communication skills- "I can't read your mind."

Phone etiquette

Social Media use in the workplace

- the importance of remembering names and eye contact at introductions
- Communication - **Active listening**. Just as important to not only understand how to effectively communicate (by speaking) but rather listening. Which goes along with body language and comprehension!
- time management/deadlines
- Self-Motivation
- Eye contact, remembering names (Overstreet's booth)

Examples from GO CAPS experience/Professionals poll

Self-Motivation/Self-Management/Self-Teaching

Managing body language and facial expressions

How to receive feedback/constructive criticism

Initiative/Resourcefulness/ "Bias for Action"

Team Player-How to help the team

Listening to understand

Clearly expressing needs/forthrightness

Emotional Intelligence

How to prioritize tasks/ Time management

Proper voicemails

Punctuality

Tolerance of others

Interview skills

- How to show soft skills during interviews
- Professional dress
- Handshakes

Humorous Video Section (feel free to add here as well :)

- 1) Good examples vs. bad examples
- 2) Modern Day Interview Video: <https://www.youtube.com/watch?v=bOqSASrqZfA>
- 3) Clips from The Office or Parks and Rec

Soft Skills Fair

- 4) Have Ms. Brannock ask a serious question about soft skills, and then have someone just fooling around with a fidget spinner saying dumb answers. The person asking the question should be really serious
- 5) HR Nightmares--you know how Jimmy Fallon makes a hashtag--- maybe we can create an HR nightmares hashtag and get some good true stories
- 6) Jimmy Fallon thank you cards--humorous thank yous-- "Thank you millennials for requiring an hour of my time to participate in job training on the inappropriate use of YOLO in business emails..."
- 7) Memes posters
- 8) Some type of contest maybe, like everyone tries to make a fake McDonalds application, and whoever has the most creative one wins candy or something.

Start: 12 pm

End: 3 pm

Skit

Speaker--Good speaker?

Stations

Q&A- Panel

Exit Eval

Final List:

1. Eye Contact and Remembering Names
2. GO Caps
3. Soft skills in the Interview Process
4. Soft skills in Resume/Cover Letter/Application
5. Listening Skills
6. Time Management
7. Prioritize Tasks
8. Body Language/Facial Expressions/Small Talk/Handshake
9. Professional Use of Technology (Cell phones, social media, email, voicemail)
10. Emotional Intelligence
11. Teamwork
12. How to receive feedback/constructive criticism
13. Initiative/Resourcefulness/Growth mindset/Self-starter
14. Communication Skills-how to clearly express your needs
15. Professional dress-how to look like you have soft skills
16. Bored? Productivity even in monotony

Soft Skills Fair

November 1, 2017 (CLUB DAY)

Setup:

- 10:00-11:00 Specialists for students with disabilities coming from MO Career Center to Meet with special education department
- 11-11:40 Business Luncheon hosted by FBLA Officers at Hilltop Pizza
- 11:50-3:00 Juniors & Seniors will report to the H.S. bleachers after lunch (Mandatory)
- 12-12:30 Stallings, FBLA Officers Soft Skills Skit & Intro to Soft Skills (Cal Johnson/Russell Winterberg from JMARK)
*Students will be assigned 1 FBLA officer per group - 10-12 students per group
- 12:30-2:30 Soft Skills Stations (Business Leaders from the community will plan a 15 minute activity to teach their soft skill)
- 2:30-2:50 Panel of business leaders (from the stations) answer student questions (Teacher or Taylor/Logan introduce panel)-Unless stations are a better, we'll do another round.
- 2:50-3:00 Students complete survey / Teacher or Taylor/Logan wraps up the day and thanks leaders for coming

Blue=MO Job Center

Red=Alex, Chamber of Commerce

Gold=BBB

Green=MU Pre-employment Transition Services

Orange=MSU

Pink= FG business

Maroon=J-Mark

List of possible stations:

1. GO CAPs-Alex Greiwe and Karen Kunkel
2. Interview Jenga-Nikki Skinner Preferred Employment Services
3. Soft skills in Resume/Cover Letter/Application-Vickie Hicks
4. Listening Skills- Mercy Jordan Nelson
5. Time Management- Russell Winterberg- JMARK
6. Prioritize Tasks-velcro board with tasks and teams competition-Sgt Brian Way FGPD
7. Body Language/Facial Expressions/Small Talk/Handshake-Loni LeForce
8. Professional Use of Technology (Cell phones, social media, email, voicemail)-Megan Short--Executive Director, Springfield Contractors Association
9. Emotional Intelligence-Carrie Carr
10. Teamwork-Cody Naeger, Nick Groves-Youth Department
11. How to receive feedback/constructive criticism- Bradley Daniels-Shelter Insurance
12. Initiative/Resourcefulness/Growth mindset/Self-starter-Pat Bauer
13. Communication Skills-how to clearly express your needs-Melissa Bounous and Connie Jenkins
14. Professional dress-how to look like you have soft skills-Career Closet- Shannon McCoy
15. Bored? Productivity even in monotony-Cal Johnson-JMARK
16. Networking for Students 101, Eye Contact and Remembering Names-Bill Smillie, Business Services Representative
17. Resume Writing/Interview Tips-TJ Panique, MO Job Center
18. GO CAPS Second Year Student Group-Mary Edgerton and Colleen Merrigan
19. Workplace Ethics-Stephanie Garland-BBB

Soft Skills Fair

- *FBLA Officers will have a networking luncheon at Hilltop with business leaders. Priorities: Networking, go over agenda and expectations, and come up with 1 question each to ask during the panel.
- *Projector & screen needed
- *Need to discuss with Juniors and Seniors prior about how they need to be their best version of themselves. This is also a great networking opportunity for them.
- *Friday videos created building up excitement for the SS Fair. *Possibly flyers as well...
- *Invitations to luncheon
- *Name tags
- *Business-table signs

Stallings To Do List:

- Floor covering-Coordinate with Martha and PE teachers (Floor covered by 9 am; Buffington's class helping to put up covers)
- Cooler of refreshments and snacks from Sam's
- Projector and Screen with computer for powerpoint
- Scoreboard to use clock for station rotations
- 2 microphones
- Tables for stations and chairs- Need 20 tables with 2 chairs each, set up around gym

Station Supplies Needed: (List station number and supply needed):

Station 6: 60 flash card and scotch tape

Set of Chromebooks for Station 8 and 19

Station 9: Copies of EI test and pencils

Station 19: BBB- 1. Sign with Game pin 2. Computer for presentation (Monitor if possible) 3.

Chromebooks (Brannock's) 4. Got Ethics? Poster

Station 17: Interview- Whiteboard on Easel, 1 computer

FBLA Officers To-Do List:

- Videos
- Name Tag List
- Get 3 FBLA Members to hand out name student tags on Nov 1st during 1st/2nd lunch
- Table Posters (Business Logo, Business Name, Station leader's name and title)
- Skit
- Thank you notes
- Index card
- Station expectations

Logan: #1 Alex Greiwe/Karen Kunkel #18- Mary Edgerton/Colleen Merrigan

Taylor and Alex: MO Job Center-Josh Klein #2, #8, #10, #14, #16 #17

Jordan: Jordan Nelson #4 and Melissa and Connie #13

Ashlee: Sgt Brian Way FGPD #6

Liz: Loni LeForce- #7

Ryan: Pat Bauer #12

Jayden: Carrie Carr #9 and Vickie Hicks #3

Stewart: Bradley Daniels #11, Stephanie Garland #19

Soft Skills Fair

Your Leader Must Know:

- They need an INTERACTIVE station that fits in 15 minutes
- Schedule-
 - Lunch: 11-11:40
 - Check in/Setup: 11:45 am-in Gym Lobby
 - Assembly begins: 12:00
 - Stations begin: 12:30
- Panel for Questions begin at 2:30 (unless stations run long)
- Their Station Title and any requests (markers, pencils, whiteboards, etc.)
- Does anyone need to come early to set up?

Luncheon RSVP Attending:

Melissa and Connie (Mercy)
Jordan Nelson (Mercy)
Vickie Hicks (MSU)
Pat Bauer (MU)
Carrie Carr (FG)
Sgt Brian Way (FGPD)
Karen Kunkel (GO CAPS)
Alex Greiwe (GO CAPS)
Nikki Skinner (MO Job Center)
Stephanie Garland (BBB)
Cody Naeger (MO Job Center)
Nick Groves (MO Job Center)
Bill Smillie (MO Job Center)
Cal and Russell (JMARK)
Megan Short (SCA)