

# Philadelphia <sup>CADEMIES</sup> INC.

## SKILLS FOR THE 21ST CENTURY

### BASIC KNOWLEDGE/ SKILLS

English Language (Spoken)  
Reading Comprehension (in English)  
Writing in English (Grammar, Spelling, etc)  
Mathematics & Science

Government / Economics  
Humanities/ Arts  
Foreign Languages  
History / Geography

### APPLIED SKILLS

Critical Thinking/ Problem Solving – Exercise sound reasoning and analytical thinking; use knowledge, facts, and data to solve workplace problems; apply math and science concepts to problem solving.

Oral Communications – Articulate thoughts, ideas clearly and effectively; have public speaking skills.

Written Communications – Write memos, letters and complex technical reports clearly and effectively.

Teamwork / Collaboration – Build collaborative relationships with colleagues and customers; be able to work with diverse teams, negotiate and manage conflicts.

Diversity – Learn from and work collaboratively with individuals representing diverse cultures, races, ages, gender, religions, lifestyles, and viewpoints.

Information Technology Application – Select and use appropriate technology to accomplish a given task, apply computing skills to problem-solving.

Leadership – Leverage the strengths of others achieve common goals; use interpersonal skills to coach and develop others.

Creativity / Innovation – Demonstrate originality and inventiveness in work; communicate new ideas to others; integrate knowledge across different disciplines.

Lifelong Learning/ Self-Direction – Be able to continuously acquire new knowledge and skills; monitor one's own learning needs; be able to learn from one's mistakes.

Professionalism / Work Ethic – Demonstrate personal accountability, effective work habits, (e.g., punctuality, working productively with others, and time and workload management).

Ethics / Social Responsibility – Demonstrate integrity and ethical behavior; act responsibly with the interests of the larger community in mind.

\* For the most part, this list of basic knowledge and skill areas includes the core academic subjects as identified by the No Child Left Behind Act of 2001.

\*\* The list of applied skills was derived primarily from the Partnership for 21st Century Skills. In addition, several members of The Conference Board's Business and Education Council were consulted.