

# Partnership for 21 Century Skills

<http://www.21stcenturyskills.org>

## Learning and Innovation Skills

Learning and innovation skills increasingly are being recognized as the skills that separate students who are prepared for increasingly complex life and work environments in the 21st century, and those who are not. A focus on creativity, critical thinking, communication and collaboration is essential to prepare students for the future.

- [Creativity and Innovation](#)
- [Critical Thinking and Problem Solving](#)
- [Communication and Collaboration](#)

## Information, Media and Technology Skills

People in the 21st century live in a technology and media-suffused environment, marked by various characteristics, including: 1) access to an abundance of information, 2) rapid changes in technology tools, and 3) the ability to collaborate and make individual contributions on an unprecedented scale. To be effective in the 21st century, citizens and workers must be able to exhibit a range of functional and critical thinking skills related to information, media and technology.

- [Information Literacy](#)
- [Media Literacy](#)
- [ICT \(Information, Communications & Technology\) LITERACY](#)

## Life and Career Skills

Today's life and work environments require far more than thinking skills and content knowledge. The ability to navigate the complex life and work environments in the globally competitive information age requires students to pay rigorous attention to developing adequate life and career skills.

### FLEXIBILITY AND ADAPTABILITY

#### *Adapt to Change*

- Adapt to varied roles, jobs responsibilities, schedules and context
- Work effectively in a climate of ambiguity and changing priorities

#### *Be Flexible*

- Incorporate feedback effectively
- Deal positively with praise, setbacks and criticism
- Understand, negotiate and balance diverse views and beliefs to reach workable solutions, particularly in multi-cultural environments

### INITIATIVE AND SELF-DIRECTION

### *Manage Goals and Time*

- Set goals with tangible and intangible success criteria
- Balance tactical (short-term) and strategic (long-term) goals
- Utilize time and manage workload efficiently

### *Work Independently*

- Monitor, define, prioritize and complete tasks without direct oversight

### *Be Self-directed Learners*

- Go beyond basic mastery of skills and/or curriculum to explore and expand one's own learning and opportunities to gain expertise
- Demonstrate initiative to advance skill levels towards a professional level
- Demonstrate commitment to learning as a lifelong process
- Reflect critically on past experiences in order to inform future progress

## **SOCIAL AND CROSS-CULTURAL SKILLS**

### *Interact Effectively with Others*

- Know when it is appropriate to listen and when to speak
- Conduct themselves in a respectable, professional manner

### *Work Effectively in Diverse Teams*

- Respect cultural differences and work effectively with people from a range of social and cultural backgrounds
- Respond open-mindedly to different ideas and values
- Leverage social and cultural differences to create new ideas and increase both innovation and quality of work

## **PRODUCTIVITY AND ACCOUNTABILITY**

### *Manage Projects*

- Set and meet goals, even in the face of obstacles and competing pressure
- Prioritize, plan and manage work to achieve the intended result

### *Produce Results*

- Demonstrate additional attributes associated with producing high quality products including the abilities to:
  - Work positively and ethically
  - Manage time and projects effectively
  - Multi-task
  - Participate actively, as well as be reliable and punctual
  - Present oneself professionally and with proper etiquette
  - Collaborate and cooperate effectively with teams
  - Respect and appreciate team diversity

- Be accountable for results

## **LEADERSHIP AND RESPONSIBILITY**

### *Guide and Lead Others*

- Use interpersonal and problem-solving skills to influence and guide others toward a goal
- Leverage strengths of others to accomplish a common goal
- Inspire others to reach their very best via example and selflessness
- Demonstrate integrity and ethical behavior in using influence and power

### *Be Responsible to Others*

- Act responsibly with the interests of the larger community in mind