

Graduation Readiness and Employability Skills

Playbook Strategy Set

This resource includes a set of lesson plans focused on building foundational graduation readiness and employability skills with high school students.

Strategy Set Overview

This resource includes a set of lesson plans from Panorama [Playbook](#) focused on equipping high school students with essential life and career skills.

Research Context

The **Graduation Readiness and Employability Skills** strategy set draws upon well-established educational research frameworks—including self-determination theory and experiential learning—to support effective instruction in career and college readiness. By grounding activities in authentic experiences and student-driven exploration, these strategies promote deeper engagement, clearer self-awareness, and enhanced readiness for future endeavors.

What's Included?

- **20 lesson plans** across **4 topics** designed to help students build the essential knowledge, experiences, and skills necessary to effectively explore careers, plan for college, and confidently navigate pathways toward graduation and beyond.
- Features activities from [Dream Builders](#), a leading provider of employability skills programming.

Sample Strategies

Pathfinders | Letter to My Future Self | Your Presence | Resume Workshop | Career Portfolios | Skills that Speak | Rapid-Fire Interviewing | Finding You | 3-Year Vision

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<u>Letter to My Future Self</u> 	Reflecting on Interests and Career Visioning
<u>Finding You: Interests and Curiosities</u> 	Reflecting on Interests and Career Visioning
<u>Vision Mapping</u>	Reflecting on Interests and Career Visioning
<u>Pathfinders</u>	Reflecting on Interests and Career Visioning
<u>Career Vision Board</u>	Reflecting on Interests and Career Visioning
<u>Three-Year Vision</u> 	Reflecting on Interests and Career Visioning
<u>SMART Self-Management</u>	Goal-Setting
<u>Action Brainstorm</u>	Goal-Setting
<u>Finding You: Setting Goals</u> 	Goal-Setting
<u>Communication in the Workplace</u> 	Workplace Etiquette
<u>Positive Language</u> 	Workplace Etiquette
<u>Follow Through and Follow Up</u> 	Workplace Etiquette
<u>Organize to Optimize</u> 	Workplace Etiquette
<u>Your Presence</u> 	Workplace Etiquette
<u>Resume Workshop</u>	Networking and Portfolio-Building
<u>Crafting My Narrative</u>	Networking and Portfolio-Building
<u>Career Portfolios</u>	Networking and Portfolio-Building
<u>Rapid-Fire Interview Challenge</u>	Networking and Portfolio-Building
<u>Skills That Speak</u> 	Networking and Portfolio-Building
<u>Build Your Interview Story Bank</u> 	Networking and Portfolio-Building

Reflecting on Interests and Career Visioning

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Letter to My Future Self

Letter to My Future Self helps students envision their future by reflecting on their current interests and values. Students write letters to their future selves to capture personal aspirations and goals, promoting deeper self-awareness and intentionality in their career visioning process.

Click [here](#) to explore this strategy on Playbook.

Finding You: Interests and Curiosities

Finding You: Interests and Curiosities encourages students to explore their unique interests and curiosities. Through reflective activities, students identify patterns in their interests that could influence their career exploration journey.

Click [here](#) to explore this strategy on Playbook.

Download the facilitator guide [here](#).

Vision Mapping

Vision Mapping guides students in visually mapping their personal interests, strengths, and potential career paths. By creating an engaging graphic representation, students clarify their goals and envision pathways aligned with their passions.

Click [here](#) to explore this strategy on Playbook.

Reflecting on Interests and Career Visioning

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Pathfinders

Pathfinders prompts students to identify inspiring individuals whose career paths resonate with their own interests and aspirations. Students research and reflect on these role models to deepen their understanding of viable future directions.

Click [here](#) to explore this strategy on Playbook.

Career Vision Board

Career Vision Board engages students in creating a visual collage representing their career goals, aspirations, and key values. This hands-on activity sparks discussion around goal-setting and personal motivations.

Click [here](#) to explore this strategy on Playbook.

Three-Year Vision

Three-Year Vision guides students in imagining where they want to be three years from now. Through reflective writing, students develop a detailed picture of their near-future aspirations, encouraging concrete goal-setting.

Click [here](#) to explore this strategy on Playbook.

Download the facilitator guide [here](#).

Goal-Setting

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SMART Self-Management

SMART Self-Management introduces students to the SMART goal-setting framework (Specific, Measurable, Achievable, Relevant, Time-bound). Students apply this method to develop practical action plans for their personal and academic goals.

Click [here](#) to explore this strategy on Playbook.

Action Brainstorm

Action Brainstorm provides students with structured brainstorming activities designed to translate broad goals into actionable steps. Students learn techniques for effective planning and prioritization.

Click [here](#) to explore this strategy on Playbook.

Finding You: Setting Goals

Finding You: Setting Goals supports students in developing clear, meaningful goals aligned with their personal values and interests. Students reflect and collaborate to refine their objectives and establish actionable steps.

Click [here](#) to explore this strategy on Playbook.

You can access the facilitator guide [here](#).

Workplace Etiquette

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Communication in the Workplace

Communication in the Workplace teaches students essential communication skills crucial for professional success. Students practice scenarios emphasizing clarity, empathy, and active listening in workplace interactions.

Click [here](#) to explore this strategy on Playbook. You can access the facilitator guide [here](#).

Positive Language

Positive Language helps students understand the power of positive, professional language in workplace settings. Students explore strategies to express themselves clearly and constructively in various job-related situations.

Click [here](#) to explore this strategy on Playbook. You can access the facilitator guide [here](#).

Follow Through and Follow Up

Follow Through and Follow Up emphasizes the importance of reliability and professionalism through effective follow-ups.

Click [here](#) to explore this strategy on Playbook. You can access the facilitator guide [here](#).

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Organize to Optimize

Organize to Optimize introduces students to strategies for managing time, tasks, and materials effectively. Students practice methods to increase productivity, reduce stress, and enhance workplace efficiency.

Click [here](#) to explore this strategy on Playbook.

You can access the facilitator guide [here](#).

Your Presence

Your Presence focuses on developing students' understanding of professional presence, including non-verbal communication and self-presentation. Students explore practical tips for making positive impressions and building confidence.

Click [here](#) to explore this strategy on Playbook.

You can access the facilitator guide [here](#).

Networking and Portfolio-Building

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Resume Workshop

Resume Workshop guides students in crafting effective resumes that highlight their strengths and experiences. Students learn best practices for resume formatting, content, and tailoring for specific career opportunities.

Click [here](#) to explore this strategy on Playbook.

Crafting My Narrative

Crafting My Narrative encourages students to articulate compelling personal narratives that connect their experiences and strengths to career goals. Students practice sharing their stories in ways that resonate with professional audiences.

Click [here](#) to explore this strategy on Playbook.

Career Portfolios

Career Portfolios supports students in assembling professional portfolios showcasing their skills, experiences, and achievements. Students explore creative and practical ways to represent their readiness for career opportunities.

Click [here](#) to explore this strategy on Playbook.

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Rapid-Fire Interview Challenge

Rapid-Fire Interview Challenge prepares students for job interviews by practicing rapid, realistic questioning scenarios. Students build confidence and responsiveness through peer feedback and interactive role-playing.

Click [here](#) to explore this strategy on Playbook.

Skills That Speak

Skills That Speak teaches students to effectively communicate their key skills and qualifications during networking and interviews. Students identify and practice articulating their most relevant and impactful skills.

Click [here](#) to explore this strategy on Playbook. You can access the student worksheet [here](#).

Build Your Interview Story Bank

Build Your Interview Story Bank guides students in collecting and crafting personal stories that highlight their employability skills. Students build a repository of narratives to confidently draw from during interviews and networking conversations.

Click [here](#) to explore this strategy on Playbook. You can access the student worksheet [here](#).