

EDUCATIONAL GOAL: WORKPLACE READINESS

To accomplish workplace readiness by acquiring competencies and technological application skills related to chosen careers.

DEFINITION OF SKILL	
1. Develop a Career Plan.	
1.	Match interests to employment area.
2.	Match aptitudes to employment area.
3.	Identify short- and long-term work goals.
4.	Skills to make decisions.
5.	Understanding the impact of work on individual and family life.
6.	Knowledge of different occupations.
7.	Skills to enter and participate in education and training.
8.	Skills to participate in work and lifelong learning.
9.	Skills to locate, evaluate and interpret career information.
10.	Skills to prepare to seek, obtain, maintain and change jobs.
11.	Understand how the needs and functions of society influence the nature and structure of work.
12.	Understand values contributing to success in the workplace (attitude, honesty, fairness, respect, and ethics).
13.	Understand how different group values affect work.
14.	Demonstrate values of importance in the workplace.
15.	Make judgments and decisions on the basis of performance, not stereotypes.
16.	Skills to make career transitions.
17.	Match attitudes to job area.
18.	Match personality type to job area.
19.	Match physical capabilities to job area.
20.	Identify career information from counseling sources.
21.	Familiar with EEO laws.
2. Seek, Apply, Accept, and Keep Employment	
1.	Locate employment opportunities.
2.	Identify job requirements.

3.	Locate resources for finding employment.
4.	Prepare a resume.
5.	Prepare for job interview.
6.	Identify conditions for employment.
7.	Evaluate job opportunities.
8.	Identify steps in applying for a job.
9.	Write a job application letter.
10.	Write an interview follow-up letter.
11.	Complete job application form.
12.	Recognize the importance of networking.
13.	Knowledge of employment testing.
14.	Terminate employment properly.
15.	Apply for social security number.
16.	Complete state and federal tax forms.
17.	Accept or reject employment offer.
18.	Complete employee's Withholding Allowance Certificate Form W-4.
3. Communicate on the Job	
1.	Communicate orally with others.
2.	Effective use of communication devices.
3.	Awareness of body language.
4.	Prepare written communication.
5.	Follow written directions.
6.	Ask questions about tasks.
7.	Develop listening skills.
8.	Speak concisely.
4. Interpreting the Economics of Work	
1.	Identify the role of business in the economic system.
2.	Describe responsibilities of employee.
3.	Describe responsibilities of employer or management.
4.	Investigate opportunities and options for business ownership.
5.	Access entrepreneurship skills.

6.	Understand the personal economics of work, such as benefits, wages and salaries, retirement, etc.
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5. Maintain Professionalism and Develop Leadership	
1.	Participate in employment orientation.
2.	Assess business image, products, and/or services
3.	Identify positive behavior.
4.	Identify company dress and appearance standards.
5.	Participate in meetings in a positive and constructive manner.
6.	Identify work-related terminology.
7.	Identify how to treat people with respect.
8.	Skills to lead and manage a group.
9.	Skills to take personal responsibility for accomplishing a goal.
10.	Skills in creativity and visioning.
11.	Understand the importance of empowerment and building trust.
12.	Skills in negotiation, delegation and motivation.
13.	Understand a particular leadership style for different situations.
14.	Understand the difference between leadership and management.
15.	Skills to utilize team building concepts to develop a working group.
16.	Exercising a sense of responsibility.
17.	Understand the importance of self-control.
18.	Awareness of personal values in the context of ethical situations.
19.	Identifying and suggesting new ideas.
20.	Skills to set individual goals.
21.	Skills to set team goals.
22.	Skills in priority settings and time management.
23.	Skills to set large system organization-wide goals.
24.	Understand the importance of lifelong learning.
25.	Understand organizational culture.
26.	Understand organizational structure.
27.	Utilize professional resources.

6. Understand the Process of Change	
1.	Identify transferable skills.
2.	Identify a transition plan.
3.	Anticipate and adopt to change.
4.	Exhibit ability to handle stress.
5.	Recognize the need to change or quit a job.
6.	Adapting to internal transformations.
7. Solve Problems and Critical Thinking	
1.	Identify the problem.
2.	Clarify purposes and goals.
3.	Identify solutions to a problem and their impact.
4.	Employ reasoning skills.
5.	Evaluate options.
6.	Select and implement a solution to a problem.
7.	Evaluate results of implemented option.
8.	Organize and prioritize workloads.
9.	Assess employer and employee responsibility in solving a problem.
10.	Skills to analyze incidents and generalize to formulate a problem.
11.	Knowledge of decision-making processes, judging or selecting based on a given set of criteria.
12.	Understand group decision-making processes.
13.	Skills to generate proposals for action, forecast and test prepared solutions.
14.	Skills to compare perspectives, interpretations or theories and transfer insights to new contexts.
15.	Identify and collect resources to solve problems.
8. Maintain a Safe and Healthy Work Environment	
1.	Identify and follow recommended safety and health rules/procedures.
2.	Correctly operate equipment in the workplace.
3.	Identify and follow recommended conservation and environmental practices and policies.
4.	Respond appropriately during emergencies.
5.	Maintain work area.

6.	Identify hazards in the workplace.
7.	Demonstrate a drug-free status.
9. Demonstrate Work Ethics and Behavior	
1.	Identify and follow established rules, regulations, and policies.
2.	Establish pride in job performance.
3.	Practice time management.
4.	Assume responsibility for decisions and actions.
5.	Exhibit pride.
6.	Display initiative.
7.	Display assertiveness.
8.	Demonstrate a willingness to learn.
9.	Identify the value of maintaining regular attendance.
10.	Apply ethical reasoning,
11.	Maintain reliable job performance.
10. Demonstrate Technological Literacy	
1.	Demonstrate basic keyboarding, hardware and software applications skills.
2.	Understand the impact of technological changes on work and people.
3.	Demonstrate the knowledge and application of technology pertinent to one's career.
11. Maintain Professional Interpersonal Relationships	
1.	Value individual diversity.
2.	Respond appropriately to praise or criticism.
3.	Provide constructive praise or criticism.
4.	Channel and control emotional reactions.
5.	Resolve conflicts.
6.	Display a positive attitude.
7.	Identify and react to intimidation/harassment.
8.	Skills to maintain a positive self-concept.
9.	Understanding personal changes and transitions.
10.	Skills to train a colleague on the job.
11.	Skills to tactfully challenge existing procedures, policies or authorities.

12. Demonstrate Teamwork

1.	Identify style of leadership used in teamwork.
2.	Match team member skills and group activity.
3.	Sharing tasks to complete a project.
4.	Skills in resolving differences for the benefit of the group as a whole.
5.	Evaluate outcomes.
6.	Presenting facts and arguments objectively.
7.	Understanding an organization's need for team development.
8.	Functioning in a teaming environment.