Alabama CTE

Communication for Leaders (2022)

Foundational Standards

1. Incorporate safety procedures in handling, operating, and maintaining tools and machinery; handling materials; utilizing personal protective equipment; maintaining a safe work area; and handling hazardous materials and forces. F.1
2. Demonstrate effective workplace and employability skills, including communication, awareness of diversity, positive work ethic, problem-solving, time management, and teamwork. F.2
3. Explore the range of careers available in the field and investigate their educational requirements and demonstrate job-seeking skills including resume-writing and interviewing. F.3
4. Advocate and practice safe, legal, responsible, and ethical use of information and technology tools specific to the industry pathway. F.4
5. Participate in a Career and Technical Student Organization (CTSO) to increase knowledge and skills and to enhance leadership and teamwork. F.5

General Communication

1. Explain the purposes of communication in various contexts. 1
2. Explain the differences between nonverbal and verbal communication and demonstrate examples of each type. 2
3. Identify organizational, physical, physiological, linguistic, cultural, psychological, and technical barriers to communication, providing examples of each type. 3
4. Demonstrate professionalism and respect for a speaker through facial expressions, posture, movements, and gestures. 4
5. Compare and contrast professional attire across education professions. 5
6. Compare and contrast the physical space, physical greetings, and interactions which create a safe and inclusive environment for different ages and settings. 6
7. Model speech to meet the needs of a variety of audiences and contexts, including the use of standard grammar, pronunciation, appropriate tone, and pitch. 7

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Itilize active listening skills, including asking open-ended and probing questions, .equesting clarification, paraphrasing, providing feedback, and developing

	conclusions. 8
	9 Produce written documents and electronic communications for stakeholders, utilizing appropriate formality, standard grammar and formatting, clarity, and tone for a variety of purposes and audiences. 9
	10 Use consistent, neutral, unambiguous tone, language, and timing when communicating with stakeholders. 10
Professionalism	11 Summarize local school board social media policy for employees and discuss the importance of aligning communication with the board's requirements. 11
	12 Research and model parent/teacher conference techniques. 12
	13 Describe the legal requirements for maintaining confidentiality and safeguarding information. 13
	14 Identify and practice professional behaviors in the work environment. 14
Leadership	15 Outline the characteristics and habits of an effective leader. 15
	16 Research and report on the effects of various motivational methods promoting positive workplace culture. 16
	17 Analyze effective leadership styles and summarize his or her own style. 17
	18 Plan and model meetings which incorporate goal-setting, strategic planning, documentation, debriefing, and assigning responsibility for follow-up tasks. 18
	19 Utilize parliamentary procedures to conduct a meeting. 19
Advocacy	20 Research the role of advocates and explain how advocacy affects the development of public policy. 20
	21 Describe the processes used by individuals and groups to advocate for change. 21
	22 Research and describe areas within education which are in need of policy change. 22
	23 Create and publicize a plan advocating for a position on a selected issue, utilizing leadership and communication skills. 23