Arizona CTE

Professional Skills

COMPLEX COMMUNICATION: Employs complex communication * skills in a manner that adds to organizational productivity. 1	**A** Masters core communication skills for the workplace. 1.A
	B Communicates effectively in a diverse work environment. 1.B
	C Uses technologies and social media for workplace communication. 1.C
	D Foundational communication skill check points 1.D
COLLABORATION: Collaborates, in person and virtually, to complete tasks aimed at organizational goals. 2	**A** Commits to achieving collective goals. 2.A
	B Promotes an environment of trust. 2.B
	C Optimizes technology to collaborate with others. 2.C
THINKING AND INNOVATION: Integrates expertise in technical knowledge and skills with thinking and reasoning strategies to create, innovate, and devise solutions. 3	**A** Defines a problem in the workplace. 3.A
	B Practices inquiry and reflection (I/R) to take action in the workplace. 3.B
	C Takes action supported by evidence and reasoning to explain conclusions and accomplish work. 3.C
	D Transfers knowledge and skills from one work situation to another. 3.D
	E Creates/innovates to improve workplace productivity. 3.E
PROFESSIONALISM: Conducts self in an appropriate manner reflective of the organizational expectations. 4	**A** Adheres to organizational protocol related to behavior, appearance, and communication. 4.A
	B Manages time in accordance with organizational expectations. 4.B
	C Represents the organization in a positive manner. 4.C
	D Performs assigned tasks with a “can do” attitude. 4.D
	E Behaves in a way that distinguishes between personal and work-related matters. 4.E
	F Produces work that reflects professional pride. 4.F

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INITIATIVE AND SELF-DIRECTION: Exercises initiative and self-direction in the workplace. 5	**A** Functions independently within the organizational structure. 5.A
	B Adapts to changing conditions and expectations in the organization. 5.B
	C Pursues career advancement opportunities within an organization or field. 5.C
	D Generates innovative ideas, methods, or devices contributing to organizational resources and goals. 5.D
	E Exercises leadership in the workplace. 5.E
INTERGENERATIONAL AND CROSS-CULTURAL COMPETENCE: Interacts effectively with different cultures, generations, and individuals with disabilities to achieve organizational mission, goals, and objectives. 6	**A** Uses relevant communication that creates cultural synergy in the workplace. 6.A
	B Contributes to an environment of acceptance and inclusion that enables different cultures, generations, and individuals with disabilities to work together. 6.B
	C Respects generational differences related to the use of technology in the workplace. 6.C
ORGANIZATIONAL CULTURE: Functions effectively within an organizational culture. 7	**A** Navigates organizational structures and systems. 7.A
	B Embodies organizational values. 7.B
	C Performs work that advances organizational growth and success. 7.C
LEGAL AND ETHICAL PRACTICES: Observes laws, rules, and ethical practices in the workplace. 8	**A** Respects the organization's physical and intellectual property. 8.A
	B Demonstrates loyalty to the organization, its mission, and resources. 8.B
	C Maintains a safe work environment. 8.C
	D Adheres to the policies and procedures of the organization. 8.D
	E Adheres to applicable local, state, federal, and international laws and regulations. 8.E
	F Takes responsibility for one's actions in the workplace. 8.F
	G Manages/uses resources for the good of the organization. 8.G
	H Acts with integrity (honest, reliable, and trustworthy.) 8.H
	I Interacts respectfully with co-workers and customers. 8.I
FINANCIAL PRACTICES: Ap fin profitability and	**A** Exercises prudence in personal finance as it relates to employment. 9.A
	B rticulates financial goals and strategies of the organization. 9.B

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viability of the organization. 9

C **Contributes to organizational profitability through knowledge of finances.** 9.C