Arkansas CTE

Career Guidance: Career Ready 101 Online

Assess WorkKeys skills

1.1 Apply reading for information strategies and skills

1 Apply basic reading comprehension skills to follow directions and main ideas. 1.1.1

2 Apply contextual understanding of detail, procedures and cause and effect. 1.1.2

3 Interpret information and apply instructions from reading technical jargon. 1.1.3

4 Find complex principles with implied details. 1.1.4

5 Apply principals from legal documents and draw conclusions. 1.1.5

1.2 Apply locating information strategies and skills

1 Analyze information by locating and disaggregating it in various graphs, charts and diagrams. 1.2.1

2 Use locating information strategies in complex documents to extract and determine trends. 1.2.2

3. Mastering data relationships Analyze criterion data to draw conclusions and relationships. 1.2.3

1.3 Apply workplace mathematical skills

1 Apply mathematical calculations proportionately in diagrams. 1.3.1

2 Apply measurement to find production rates and best deals 1.3.2

3 Analyze mathematical situations and use problem solving strategies to draw conclusions. 1.3.3

4 Synthesize multiple step processes with multiple unknowns to troubleshoot problems to find best deals. 1.3.4

Develop Job Search Skills

2.1 Explore sources of employment opportunities and develop a job search strategy

1 Identify sources of job listings and locate appropriate jobs 2.1.1

2 Develop a job search strategy 2.1.2

2.2 Develop a resume that accurately and effectively presents your abilities and strengths

1 Identify and locate components to include on an effective resume 2.2.1

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2 Develop a well-organized resume using effective language in presenting yourself 2.2.2

2.3 Prepare job application materials and complete steps of the application process

1 Complete a job application using appropriate and accurate job information 2.3.1

2 Prepare other application documents 2.3.2

3 Complete the job application process 2.3.3

2.4 Identify possible interviewer and interviewee questions and prepare possible answers

1 Prepare for an interview by developing possible questions you will be asked as well and possible questions you should ask as well as developing possible answers to these questions 2.4.1

2 Develop skills to project a positive image based on expectations of interviewer and employer 2.4.2

Develop appropriate work habits

3.1 Identify and apply appropriate workplace ethical behavior and language

1 Demonstrate good work ethic and appropriate workplace behavior 3.1.1

2 Demonstrate responsible behavior and respect for others 3.1.2

3.2 Identify and apply personal characteristics appropriate for and expected in the workplace

1 Develop characteristics of a responsible, dependable worker 3.2.1

2 Develop skills in handling co-workers with professionalism 3.2.2

3.3 Identify employer expectations for employees in the workplace

1 Identify behaviors and skills employers expect 3.3.1

2 Identify desirable skills in handling the work environment 3.3.2

Develop effective communication skills

4.1 Identify appropriate workplace communication skills and apply to workplace situations

1 Identify different categories of workplace communication and develop effective communication skills for each category 4.1.1

2 Develop communication skills for dealing with difficult workplace situations 4.1.2

4.2 Develop speaking skills used in various workplace situations

1 Identify different speaking categories in the workplace and develop effective skills for each category 4.2.1

2 Develop skills in making speeches 4.2.2

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3 Identify errors in communication and develop skills to alleviate these errors 4.2.3

4.3 Develop effective listening skills

1. Identify benefits and barriers of listening 4.3.1
2. Develop listening strategies to become an active listener 4.3.2

4.4 Identify personal characteristics that present a positive image to co-workers

1. Identify components of your appearance and how they project an image of you 4.4.1
2. Identify other personal characteristics that affect your image 4.4.2

4.5 Identify non-verbal components and apply to interpreting workplace communications

1. Identify types of non-verbal communication found in the workplace and apply strategies to interpreting non-verbal messages 4.5.1
2. Develop effective non-verbal communication skills 4.5.2

Identify and develop workplace effectiveness skills

5.1 Identify the components of time management and develop strategies to manage time in the workplace

1. Develop skills to prioritize work tasks 5.1.1
2. Develop personal organization skills 5.1.2

5.2 Develop problem solving skills and apply to workplace situations

1. Develop problem solving and critical thinking skills 5.2.1
2. Develop skills to manage change 5.2.2

5.3 Develop positive customer service skills

1. Develop skills to gain customer trust and to interact effectively with customers 5.3.1
2. Develop skills to keep customer satisfied 5.3.2
3. Develop skills to handle customer complaints 5.3.3

5.4 Identify characteristics of effective teams and develop skills to become an effective team member

1. Identify teamwork skills and problems affecting teams 5.4.1
2. Develop skills to become an effective team member 5.4.2

Identify and develop appropriate business etiquette skills

6.1 Identify appropriate on the job etiquette and apply to workplace situations

1. Identify and develop good manners including making introductions 6.1.1
2. Identify appropriate language and business attire 6.1.2
3. Develop appropriate etiquette when interacting with others at various functions 6.1.3

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4 Develop appropriate etiquette when dealing with others from various cultures 6.1.4

6.2 Develop person-to-person etiquette and apply to communications with individuals encountered in the workplace

1 Develop appropriate skills in meeting new people 6.2.1

2 Develop appropriate etiquette for interacting with individuals in the workplace 6.2.2

6.3 Develop appropriate telephone and email etiquette

1 Identify and develop appropriate telephone etiquette 6.3.1

2 Develop skills in appropriately handling work e-mail 6.3.2

6.4 Identify various meeting environments and apply appropriate etiquette

1 Develop skills in handling large meetings 6.4.1

2 Develop skills in handling, preparing for, and participating in a small meeting 6.4.2

Develop personal financial awareness and literacy skills

7.1 Develop skills to manage checking and savings accounts

1 Identify types of checking and savings accounts 7.1.1

2 Develop skills in managing checking and savings accounts 7.1.2

7.2 Create and manage a personal budget

1 Create a budget based on household income 7.2.1

2 Develop skills to manage a personal budget 7.2.2

7.3 Identify types of credit and loans and manage your credit

1 Evaluate types of credit and loans based on their purpose 7.3.1

2 Develop skills to manage your credit 7.3.2

7.4 Evaluate types of insurance and their purposes

1 Identify types of insurance 7.4.1

2 Evaluate importance and benefits of the types of insurance 7.4.2

7.5 Identify personal financial planning and investing basics

1 Develop a personal financial plan 7.5.1

2 Identify investment strategies and retirement plans 7.5.2

Develop and electronic career portfolio using va do resources

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8.1 Utilize the Kuder electronic portfolio tool or other electronic portfolio tool

1 Create an electronic personal portfolio 8.1.1

2 Prepare documents to upload to your electronic portfolio 8.1.2

8.2 Create career goals based on current abilities and interests

1 Complete interest and abilities inventories `8.2.1`

2 Prepare career goals based on inventory results `8.2.2`

8.3 Determine the best job based on personal preferences