Idaho CTE

Workplace Skills and Career Readiness (2016)

Demonstrate Workplace Skills for Career Readiness 1.0

1.1 DEMONSTRATE PERSONAL QUALITIES AND PEOPLE SKILLS 1.1

1.1.1 Demonstrate a positive work ethic by coming to work every day on time, a willingness to take direction, and motivation to accomplish the task at hand 1.1.1

1.1.2 Demonstrate integrity by abiding by workplace policies and laws and demonstrating honesty and reliability 1.1.2

1.1.3 Demonstrate teamwork skills by contributing to the success of the team, assisting others, and requesting help when needed 1.1.3

1.1.4 Demonstrate positive self-representation skills by dressing appropriately and using language and manners suitable for the workplace 1.1.4

1.1.5 Demonstrate diversity awareness by working well with all customers and co-workers 1.1.5

1.1.6 Demonstrate conflict-resolution skills by negotiating diplomatic solutions to interpersonal and workplace issues 1.1.6

1.1.7 Demonstrate creativity and resourcefulness by contributing new ideas and working with initiative 1.1.7

1.2 Demonstrate Professional Knowledge and Skills 1.2

1.2.1 Demonstrate effective speaking and listening skills by communicating effectively with customers and employees and following directions 1.2.1

1.2.2 Demonstrate effective reading and writing skills by reading and interpreting workplace documents and writing clearly 1.2.2

1.2.3 Demonstrate critical-thinking and problem-solving skills by analyzing and resolving problems that arise in completing assigned tasks 1.2.3

1.2.4 Demonstrate healthy behaviors and safety skills by following safety guidelines and managing personal health 1.2.4

1.2.5 Demonstrate understanding of workplace organizations, systems, and climates by identifying “big picture” issues and fulfilling the mission of the workplace 1.2.5

1.2.6 Demonstrate lifelong-learning skills by continually acquiring new industry-related information and improving professional skills 1.2.6

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1.2.7 Demonstrate job acquisition and advancement skills by preparing to apply for a job and seeking promotion 1.2.7

1.2.8 Demonstrate time, task, and resource management skills by organizing and implementing a productive plan of work 1.2.8

1.2.9 Demonstrate mathematical skills by using mathematical reasoning to accomplish tasks 1.2.9

1.2.10 Demonstrate customer service skills by identifying and addressing the needs of all customers and providing helpful, courteous, and knowledgeable service 1.2.10

1.3 Demonstrate Technology Knowledge and Skills 1.3

1.3.1 Demonstrate proficiency with job-specific technologies by selecting and safely using technological resources to accomplish work responsibilities in a productive manner 1.3.1

1.3.2 Demonstrate proficiency with information technology by using computers, file management techniques, and software/programs effectively 1.3.2

1.3.3 Demonstrate proper Internet use and security by using the Internet appropriately for work 1.3.3

1.3.4 Demonstrate proficiency with telecommunications by selecting and using appropriate devices, services, and applications 1.3.4