Idaho CTE

Workplace Skills for Career Readiness (2021)

Demonstrate workplace skills for career readiness 1.0

1 **Demonstrate personal qualities and abilities** 1.1

1. Demonstrate creativity and innovation by employing originality, inventiveness, and resourcefulness in the workplace 1.1.1
2. Demonstrate critical-thinking and problem-solving by using sound reasoning to analyze problems, evaluating potential solutions, and implementing effective courses of action 1.1.2
3. Demonstrate initiative and self-direction by independently looking for ways to improve the workplace and accomplish tasks 1.1.3
4. Demonstrate integrity by complying with laws, procedures, and workplace policies; demonstrating honesty, fairness, and respect. 1.1.4
5. Demonstrate work ethic by consistently working to the best of one's ability being diligent, dependable, and accountable for one's actions 1.1.5

2 **Demonstrate interpersonal skills** 1.2

1. Demonstrate conflict-resolution by negotiating diplomatic solutions to interpersonal and workplace issues 1.2.1
2. Demonstrate customer service by anticipating and addressing the needs of customers and coworkers; providing thoughtful, courteous, and knowledgeable service 1.2.2
3. Demonstrate listening and speaking by listening attentively and asking questions to clarify meaning; articulating ideas clearly in a manner appropriate for the setting and audience 1.2.3
4. Demonstrate respect for diversity by valuing individual differences and working collaboratively with people of diverse backgrounds, viewpoints, and experiences 1.2.4
5. Demonstrate teamwork by sharing responsibility for collaborative work and respecting the thoughts, opinions, and contributions of other team members 1.2.5

3 **Demonstrate professional competencies** 1.3

1. Demonstrate big picture thinking by understanding one's role in fulfilling the mission of the workplace and considering the social, economic, and environmental impacts of one's actions 1.3.1

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2 Demonstrate career and life management by planning, implementing, and managing personal and professional development goals related to education, career, finances, and health 1.3.2

3 Demonstrate continuous learning and adaptability by accepting constructive feedback and being open to new ideas and ways of doing things; continuously develop professional skills and knowledge to adjust to changing requirements 1.3.3

4 Demonstrate efficiency and productivity by planning, prioritizing, and adapting work goals to manage time and resources effectively 1.3.4

5 Demonstrate information literacy by locating information efficiently, evaluating the credibility and relevance of sources and facts, and using information effectively to accomplish work related tasks 1.3.5

6 Demonstrate information security including basic internet use and email safety by following workplace protocols to maintain the security of information, computers, networks, and facilities 1.3.6

7 Demonstrate information technology by maintaining a working knowledge of devices, resources, hardware, software, systems, services, applications, and IT conventions 1.3.7

8 Demonstrate job-specific tools and technologies by properly selecting and safely using industry specific technologies, tools, and machines to complete job tasks effectively 1.3.8

9 Demonstrate the application of mathematical skills to complete tasks as necessary 1.3.9

10 Demonstrate professionalism by meeting organizational expectations regarding work schedule, behavior, appearance, and communication 1.3.10

11 Demonstrate reading and writing skills by reading and interpreting workplace documents and writing effectively 1.3.11

12 Demonstrate workplace safety by maintaining a safe work environment through adherence to safety guidelines and identifying risks to self and others 1.3.12