Montana Workplace Competencies

Grades 5, 6, 7, 8

Adopted 2000

Workplace Resources—Students identify, organize, plan, and allocate workplace resources of time, money, materials, facilities, and human resources.	1. **create and manage plans/schedules with specific timelines that take into account constraints, priorities, and goals.** 2. **practice maintaining personal financial records.** 3. **acquire, store, allocate, and use materials or space.** 4. **manage personal and team resources to achieve personal and team goals.**
Interpersonal Workplace Skills—Students acquire and demonstrate interpersonal workplace skills.	1. **use a variety of skills to work as a member of a team while recognizing individual differences and cultural diversity (e.g., listening skills).** 2. **demonstrate a learned skill and teach others.** 3. **demonstrate leadership skills by making positive use of rules, regulations and policies of schools and communities.** 4. **work toward agreements that include exchanging specific resources or resolving divergent interests in structured and unstructured situations.** 5. **practice positive interpersonal communication skills (e.g., customer service, electronic etiquette, community service project).**
Workplace Information—Students acquire and use workplace information.	1. **identify the need for and obtain data in order to make informed decisions in the workplace.** 2. **organize and maintain written or computerized records using systematic methods.** 3. **select and present information using a variety of methods (e.g., oral, written, graphic, pictorial, multimedia).** 4. **acquire, organize, communicate, process, and analyze information from print and electronic sources.**
Workplace Systems—St[illegible] an ho	1. **describe and illustrate a system (e.g., relationships among self, family, school, community).**

Skip to main content

organizational and technological systems work.	2. **analyze how a system works (i.e., input, process, output, feedback, performance improvement).** 3. **design and work within a system (e.g., committees, student council, mock government, simple electrical circuit) to manage, control, and improve performance.**
Workplace Technology—Students work safely with a variety of workplace technologies.	1. **use technology for learning, communications, and productivity.** 2. **use technology to observe, analyze, interpret, and draw conclusions.** 3. **prevent or identify and solve problems using technology.** 4. **acknowledge others' rights and practice responsible use of technology.** 5. **manage and maintain technological tools and follow troubleshooting protocol.**
Workplace Readiness/Life & Career Planning—Students acquire and demonstrate skills in life and career planning and workplace readiness.	1. **identify how the skills taught in school subjects are used in various life roles and occupations.** 2. **demonstrate personal qualities (e.g., dependability, punctuality, cooperation) that are needed to get and keep jobs.** 3. **identify possible outcomes and consequences of decisions.** 4. **recognize and describe the interrelationships of lifetime roles of family, community, work, and leisure.** 5. **locate, explore, and evaluate a variety of occupations not limited by stereotypes, bias or traditional roles.** 6. **explore and identify personal interests, aptitudes and abilities and develop strategies to achieve tentative life and career goals.**