Montana Workplace Competencies

Grades 9, 10, 11, 12

Adopted 2000

Workplace Resources—Students identify, organize, plan, and allocate workplace resources of time, money, materials, facilities, and human resources.	1. select goal-relevant activities, rank them, allocate time, and prepare and follow schedules. 2. use or prepare budgets, make forecasts, keep records, make adjustments to meet objectives, and evaluate financial records. 3. allocate and evaluate time, materials, facilities and resources to set and achieve goals. 4. assess skills and distribute work accordingly, evaluate performance and provide feedback toward the accomplishment of personal and team goals.
Interpersonal Workplace Skills—Students acquire and demonstrate interpersonal workplace skills.	1. practice various roles required as a member of an effective team while recognizing individual differences and cultural diversity. 2. demonstrate and teach a learned skill including performance evaluation of self and others in this process. 3. communicate ideas to justify position, persuade and convince others, and responsibly challenge existing procedures and policies. 4. practice and evaluate negotiating process including researching, goal setting, presenting, listening, clarifying, adjusting and compromising. 5. practice and evaluate positive service skills (e.g., resolving misunderstandings, consumer complaints).
Workplace Information—Students acquire and use workplace information.	1. gather, compile and analyze data from a variety of sources, and evaluate relevance and accuracy in making informed decisions in the workplace. 2. organize, process, analyze, and maintain written and computerized records and other forms of information using systematic methods. 3. select, analyze, and present information using a variety of methods (e.g., oral, written, graphic, pictorial, multimedia). 4. acquire, organize, communicate, process, analyze and evaluate information from print and electronic sources.

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Workplace Systems—Students demonstrate an understanding of how social, organizational and technological systems work.	1. evaluate quality and performance of a variety of systems (e.g., impact of technology on production). 2. practice and analyze principles of successful system management considering external factors and planning for uncontrolled variables (e.g., balance professional and personal lives). 3. design, evaluate, and refine a system composed of subsystems (e.g., community service project, peer mediation, web page design).
Workplace Technology—Students work safely with a variety of workplace technologies.	1. choose procedures and technology to complete a task. 2. create new knowledge by evaluating, combining, and extending information using multiple technologies. 3. prevent or identify and solve problems using technology. 4. practice and advocate ethical behavior in the use of technology. 5. manage and maintain technological systems and follow troubleshooting protocol.
Workplace Readiness/Life & Career Planning—Students acquire and demonstrate skills in life and career planning and workplace readiness.	1. describe how skills developed in academic and occupational programs relate to life and career planning. 2. display workplace readiness skills (e.g., responsibility, sociability, self-management, job-seeking skills). 3. demonstrate decision-making and problem-solving skills. 4. describe and evaluate life and career choices and the effect on family and lifestyle. 5. discuss and demonstrate strategies to overcome bias and stereotyping in the workplace. 6. develop, evaluate, and adjust life and career plans.