Montana Workplace Competencies

Grades K, 1, 2, 3, 4

Adopted 2000

Workplace Resources—Students identify, organize, plan, and allocate workplace resources of time, money, materials, facilities, and human resources.	1. manage time effectively (e.g., assignment notebook, calendar). 2 use basic monetary skills. 3. acquire, store, allocate, and use materials or space (e.g., supplies, notebook). 4. manage personal resources.
Interpersonal Workplace Skills—Students acquire and demonstrate interpersonal workplace skills.	1. practice one's role as an active and cooperative team player while recognizing individual differences and cultural diversity (e.g., be accountable for one's actions). 2. demonstrate a learned skill to peers (e.g., give a "how to" demonstration). 3. identify and practice leadership skills (e.g., team leader, class officer, class job). 4. identify and practice negotiation skills and conflict resolution in structured situations. 5. practice basic customer and electronic etiquette (e.g., role-play, order from a menu, appropriate e-mail language).
Workplace Information—Students acquire and use workplace information.	1. identify a variety of sources that provide workplace information. 2. organize information using systematic methods (e.g., assignment book, alphabetizing, calendar). 3. use a variety of methods (e.g., oral, written, graphic, pictorial, multimedia) to complete a task. 4. access and organize information from print and electronic sources.
Workplace Systems—Students demonstrate an understanding of how social or	1. identify components of family, school, and community systems encountered in daily life. 2 identify and model how components of systems interact (e.g., role-play, class jobs).

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technological systems work.	3. **work within a system (e.g., team, study group, group structure, classroom rules, mechanical model).**
Workplace Technology—Students work safely with a variety of workplace technologies.	1. **identify and select information sources using technology.** 2. **solve problems both individually and with others.** 3. **prevent or identify and solve problems using technology.** 4. **discriminate between responsible and irresponsible use of technology.** 5. **identify and demonstrate appropriate care of technological tools.**
Workplace Readiness/Life & Career Planning—Students acquire and demonstrate skills in life and career planning and workplace readiness.	1. **describe how current learning relates to life and career development.** 2. **demonstrate positive ways of performing work activities.** 3. **describe how decisions affect self and others.** 4. **describe various lifetime roles (e.g., friend, student, leader, worker, family member).** 5. **explore and discuss a variety of occupational clusters (e.g., health, science) and their contributions to society.** 6. **describe and demonstrate the importance of personal goal setting and planning.**