# 3-5

**Applies appropriate academic and technical skills: Academic skills and technical skills complement one another. A career ready individual applies these skills in a strategic manner to accomplish tasks.** 1

### ACADEMIC ATTAINMENT

1 Acquire learning strategies, study skills, and positive attitudes toward learning. 1.3-5.1

### TECHNICAL SKILL ATTAINMENT

2 Identify technical career skills and the need for different kinds of skills in the workplace. 1.3-5.2

### STRATEGIC THINKING

3 Predict results of choices to find the best solutions when making decisions. 1.3-5.3

**Communicates effectively and appropriately: Expressing ideas, providing instruction, informing others, sharing knowledge and providing customer service are critical in a career.** 2

### WRITING

1 Communicate using different types of writing. 2.3-5.1

### SPEAKING

2 Communicate with others by applying a variety of speaking skills. 2.3-5.2

### PRESENTATIONS

3 Communicate ideas using a variety of formats including technology. 2.3-5.3

### PROFESSIONAL ETIQUETTE

4 Enhance social manners with acceptable communication styles, cell phone use, and personal appearance in a variety of environments. 2.3-5.4

### CUSTOMER SERVICE

5 Respond politely and in a timely manner when asked to help others. 2.3-5.5

**Contributes to employer and community success: Career ready means more than attending to self-interest. It also means the ability to see the bigger picture of playing a role in the su an**

Skip to main content

### PERSONAL RESPONSIBILITY

1 Show self-motivated positive student behaviors. 3.3-5.1

### MEETS WORKPLACE EXPECTATIONS

2 Display a variety of skills needed for both success in school and success in workplaces. 3.3-5.2

### VIC RESPONSIBILITY AND SERVICE

**personal, civic and community actions.** 3

3 Act in helpful ways to contribute to school and community success by myself and with others. 3.3-5.3

**Makes sense of problems and perseveres in solving them: Recognizing and solving problems is a daily requirement of nearly every American worker and entrepreneur. From small technical issues, to group dynamics, to design of overall systems, opportunities abound for the career ready individual to solve problems in the workplace.** 4

**PERCEPTIVENESS**

1 Observe for problems and try different remedies. 4.3-5.1

**PROBLEM SOLVING**

2 Create original ideas and research possibilities to find the best solution. 4.3-5.2

**PERSEVERANCE/WORK ETHIC**

3 Demonstrate a desire to focus and learn even when it gets difficult. 4.3-5.3

**Uses Critical Thinking: Nearly all careers now require interaction with complex systems of technical components, complex dynamics of people or both. Many decisions are not simple and straightforward; rather, they require the ability to intelligently reason through and make complex decisions.** 5

**CRITICAL THINKING**

1 Demonstrate effective questioning skills during the thinking process. 5.3-5.1

**DECISION MAKING**

2 Evaluate choices and consider consequences to self and others before making decisions. 5.3-5.2

**ADAPTABILITY**

3 Use coping strategies to deal with expected and unexpected change. 5.3-5.3

**Demonstrates innovation and creativity: The 21st century workplace requires innovation through creative thinking. Successful individuals will be expected to generate and share new ideas.** 6

**CREATIVITY**

1 Develop creative thinking by using brainstorming and flexible thinking skills. 6.3-5.1

**INNOVATION**

2 Experiment with new ideas while understanding risking failure is an opportunity to learn more. 6.3-5.2

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Skip to main content

**EADERSHIP**

**management: The ability to influence others relies on leadership. Today's workplace provides greater transparency and accountability where the ability to ethically lead and manage is essential.** 7

1 Practice empathy by understanding how language and actions influence the feelings and behaviors of others. 7.3-5.1

**ETHICS**

2 Consider consequences of actions on well-being of self and others when faced with problems. 7.3-5.2

**MANAGEMENT**

3 Regulate attitudes, behaviors, and time management to be a successful student. 7.3-5.3

**Works productively in teams and demonstrates cultural competency: Nearly all careers now require interaction with complex systems of technical components, complex dynamics of people or both. Many decisions are not simple and straightforward; rather, they require the ability to intelligently reason through and make complex decisions.** 8

**TEAMWORK**

1 Contribute in helpful ways to work effectively in groups. 8.3-5.1

**CONFLICT RESOLUTION**

2 Use constructive strategies to resolve conflicts. 8.3-5.2

**SOCIAL & CULTURAL COMPETENCE**

3 Be respectful of all cultures and people in the community. 8.3-5.3

**Utilizes technology: The career ready individual has an understanding of how to use technology and apply it successfully in the workplace. Advances in technology require individuals to quickly learn and use many tools and applications.** 9

**DATA GATHERING, ACCESS AND MANAGEMENT**

1 Use internet browser, search engines, and online directories; compare the differences to explain how the information is disseminated. 9.3-5.1

**TOOLS AND APPLICATIONS**

2 Select, use, and troubleshoot technology tools and applications most appropriate to different tasks. 9.3-5.2

**TECHNOLOGY ETHICS**

3 Recognize and describe the potential risks and dangers associated with online communication. 9.3-5.3

**Manages personal career development: Managing a personal career includes ex an pe**

Skip to main content

**PLANNING**

1 Develop career and education achievement goals. 10.3-5.1

**JOB SEEKING**

Identify several different ways people search and discover employment opportunities. 10.3-5.2

**creating and maintaining their own career. Career management includes understanding and meeting the expectations for behavior and skills in the workplace.** 10

### RESUME, PORTFOLIOS, & INTERVIEWS

3 Create a simple resume with favorite school subjects, activities, workplace experiences, or hobbies. Describe how these might influence career choices. 10.3-5.3

### PROFESSIONAL DEVELOPMENT

4 Apply self-motivation to learn and achieve goals. 10.3-5.4

### ENTREPRENEURSHIP

5 Identify entrepreneurs in the community and the career skills they need to be successful. 10.3-5.5

**Attends to personal and financial well-being: The career ready individual recognizes the benefits of physical, mental, social and financial well-being to be successful in a career.** 11

### PERSONAL WELL-BEING

1 Explore a variety of healthy social, emotional, and physical strategies for a lifetime of wellness. 11.3-5.1

### FINANCIAL WELL-BEING

2 Identify the costs and benefits of saving, interest, and borrowing to achieve life and career goals. 11.3-5.2