# Prek-2

**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 Understand the important relationship between education and career readiness. 1.PREK-2.1

### TECHNICAL SKILL ATTAINMENT

2 Discover how different kinds of work require different combinations of skill and knowledge. 1.PREK-2.2

### STRATEGIC THINKING

3 Consider advantages and disadvantages of each alternative when deciding. 1.PREK-2.3

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

### WRITING

1 Share ideas in writing. 2.PREK-2.1

### SPEAKING

2 Learn and use speaking skills in different settings. 2.PREK-2.2

### PRESENTATIONS

3 Use technology to communicate with others. 2.PREK-2.3

### PROFESSIONAL ETIQUETTE

4 Use socially acceptable manners in a variety of environments. 2.PREK-2.4

### CUSTOMER SERVICE

5 Assist when asked to help others with a task. 2.PREK-2.5

**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**

### PERSONAL RESPONSIBILITY

1 Understand and demonstrate school expectations. 3.PREK-2.1

### MEETS WORKPLACE EXPECTATIONS

2 Identify why attendance, dependability, and promptness is important at school. 3.PREK-2.2

### VIC RESPONSIBILITY AND SERVICE

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

3 Identify helpful ways students can contribute to the success of the school. 3.PREK-2.3

**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 Recognize problems and think of ideas to solve them. 4.PREK-2.1

**PROBLEM SOLVING**

2 Brainstorm solutions while keeping focused on the goal. 4.PREK-2.2

**PERSEVERANCE/WORK ETHIC**

3 Focus on tasks and be willing to risk making mistakes when learning new things. 4.PREK-2.3

**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 Display curiosity while thinking. 5.PREK-2.1

**DECISION MAKING**

2 Make decisions and reflect on the outcomes of choices. 5.PREK-2.2

**ADAPTABILITY**

3 Recognize change commonly faced by students and identify ways to adjust to change. 5.PREK-2.3

**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 Show curiosity in new things and develop new interests. 6.PREK-2.1

**INNOVATION**

2 Attempt new ways of completing tasks. 6.PREK-2.2

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**Models ethical leadership and effective 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

**LEADERSHIP**

1 Use positive relationship skills with self and others. 7.PREK-2.1

**ETHICS**

2 Demonstrate ability to empathize with others. 7.PREK-2.2

**MANAGEMENT**

3 Complete work as directed and on time. 7.PREK-2.3

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**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 Display appropriate social and classroom behavior with classmates. 8.PREK-2.1

**CONFLICT RESOLUTION**

2 Act with helpful approaches to resolving conflicts. 8.PREK-2.2

**SOCIAL & CULTURAL COMPETENCE**

3 Recognize that others may experience situations differently from oneself. 8.PREK-2.3

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**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 Performs basic searches on a database to locate information. 9.PREK-2.1

**TOOLS AND APPLICATIONS**

2 Use technology to learn and achieve tasks. 9.PREK-2.2

**TECHNOLOGY ETHICS**

3 Describe responsible uses of technology and consequences of inappropriate use. 9.PREK-2.3

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**Manages personal career development: Managing a personal career includes exploration, preparation an**
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**PLANNING**

1 Understand how to make education achievement goals. 10.PREK-2.1

**JOB SEEKING**

Gather ideas from adults on how they find out about job opportunities. 10.PREK-2.2

**RESUME, PORTFOLIOS, & INTERVIEWS**

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

3 Create a list of favorite activities and describe why you like them to someone else. 10.PREK-2.3

**PROFESSIONAL DEVELOPMENT**

4 Welcome opportunities to learn new things. 10.PREK-2.4

**ENTREPRENEURSHIP**

5 Explain that business ownership is a career option. 10.PREK-2.5

**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 Identify healthy social, emotional, and physical activity for wellness. 11.PREK-2.1

**FINANCIAL WELL-BEING**

2 Describe how and why people work to earn income/wages. 11.PREK-2.2