Oregon Agriculture, Food and Natural Resources (AFNR)

AFNR - Career Ready Practices

Act as a responsible and contributing citizen and employee. CRP.01.

1 **Model personal responsibility in the workplace and community.** CRP.01.01.

- 1a Define personal responsibility and distinguish how it applies in workplace and community (e.g., make educated choices, listen and follow directions, ask for help when needed, meet expected standards, etc.). CRP.01.01.01.A.
- 1b Analyze and predict how personal responsibility impacts the workplace and community. CRP.01.01.01.B.
- 1c Evaluate past workplace and community situations and determine how personal responsibility positively or negatively impacted outcomes. CRP.01.01.01.C.
- 2a Distinguish personal levels of responsibility, which can be applied in the workplace and community. CRP.01.01.02.A.
- 2b Assess personal level of responsibility and examine opportunities for improvement. CRP.01.01.02.B.
- 2c Model personal responsibility in workplace and community situations. CRP.01.01.02.C.

2 **Evaluate and consider the near-term and long-term impacts of personal and professional decisions on employers and community before taking action.** CRP.01.02.

- 1a Classify the near- and longterm impacts of personal decisions on self and others (e.g., decisions involving health, relationships, money, perceptions, education, etc.). CRP.01.02.01.A.
- 1b Assess the pros and cons of personal decisions based on their anticipated impact on self and others. CRP.01.02.01.B.
- 1c Make and defend personal decisions after analyzing their near- and longterm impacts on self and others. CRP.01.02.01.C.
- 2a Classify professional decisions by their near- and long-term impact on employers and community (e.g., decisions involving: financials, business goals, processes, customer satisfaction, corporate image, etc.). CRP.01.02.02.A.
- 2b Analyze the pros and cons of professional decisions based upon impact on employers and community CRP.01.02.02.B
- 2c Make and defend professional decisions after evaluating their near- and long-term impacts on employers and community CRP.01.02.02.C.

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dentify and act upon opportunities for professional and civic service at work and n the community. CRP.01.03.

1a Define and categorize opportunities for professional service at work and in the community (e.g., serve on committees, attend meetings, etc.). CRP.01.03.01.A.

1b Assess available professional service opportunities at workplaces and in community (e.g., trainings, organizing events, etc.). CRP.01.03.01.B.

1c Devise, implement, and evaluate strategies for involvement in professional service opportunities at work and in the community (e.g., coaching/mentorship, presentations at meetings, etc.). CRP.01.03.01.C.

2a Identify civic service opportunities in workplaces and the community (e.g., organizations, fundraising, etc.). CRP.01.03.02.A.

2b Assess available civic service opportunities at workplaces and in the community (e.g., community events, attend meetings, etc.). CRP.01.03.02.B.

2c Devise, implement, and evaluate strategies for personal involvement in civic service at work and in the community (e.g., volunteer at food pantry, community clean-up, join organizations or committees, etc.). CRP.01.03.02.C.

Career-ready individuals readily access and use the knowledge and skills acquired through experience and education to be more productive. They make connections between abstract concepts with real-world applications, and they make correct insights about when it is appropriate to apply the use of an academic skill in a workplace situation. CRP.02.

1 **Use strategic thinking to connect and apply academic learning, knowledge and skills to solve problems in the workplace and community.** CRP.02.01.

1a Distinguish opportunities to apply academic learning to solve problems in the workplace (e.g., identify how to: increase productivity, reduce costs, lower inputs, etc.). CRP.02.01.01.A.

1b Assess workplace problems and identify the most appropriate academic knowledge and skills to apply. CRP.02.01.01.B.

1c Apply academic knowledge and skills to solve problems in the workplace and reflect upon the results achieved. CRP.02.01.01.C.

2a Distinguish opportunities to apply academic learning to solve problems in the community (e.g., identify how to: stop businesses from closing, increase access to emergency services, eliminate hunger, reduce unemployment, etc.). CRP.02.01.02.A.

2b Assess community problems and identify the most appropriate academic knowledge and skills to apply. CRP.02.01.02.B.

2c Apply academic knowledge and skills to solve problems in the community and reflect upon results achieved. CRP.02.01.02.C.

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2 **Use strategic thinking to connect and apply technical concepts to solve problems in the workplace and community.** CRP.02.02.

1a Identify opportunities to apply technical concepts to solve problems in the workplace (e.g., identify how to: increase sales, better customer service, reduce inputs, reduce waste, ensure sustainability, etc.). CRP.02.02.01.A.

1b Assess workplace problems and distinguish the most appropriate technical concepts to apply. CRP.02.02.01.B.

c Apply technical concepts to solve problems in the workplace and reflect upon the results achieved. CRP.02.02.01.C.

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2a Identify opportunities to apply technical concepts to solve problems in the community (e.g., identify how to: ensure safe routes to schools, reduce vandalism, reduce air pollution, etc.). CRP.02.02.02.A.

2b Assess community problems and identify the most appropriate technical concepts to apply. CRP.02.02.02.B.

2c Apply technical concepts to solve problems in the community and reflect upon results achieved. CRP.02.02.02.C.

Attend to personal health and financial well-being. Career-ready individuals understand the relationship between personal health, workplace performance and personal well-being; they act on that understanding to regularly practice healthy diet, exercise and mental health activities. Career-ready individuals also take regular action to contribute to their personal financial well-being, understanding that personal financial security provides the peace of mind required to contribute more fully to their own career success. CRP.03.

1 Design and implement a personal wellness plan. CRP.03.01.

1a Examine and summarize components in a personal wellness plan (e.g., healthy diet, exercise, mental health activities, etc.). CRP.03.01.01.A.

1b Assess the risks and benefits of implementing a personal wellness plan CRP.03.01.01.B.

1c Create, implement and continually evaluate a personal wellness plan. CRP.03.01.01.C.

2a Research the impact of personal wellness plans in workplaces and/or communities. CRP.03.01.02.A.

2b Analyze the relationship between personal wellness and workplace performance. CRP.03.01.02.B.

2c Evaluate personal wellness plans in workplace and community organizations and the effectiveness of the plans. CRP.03.01.02.C.

2 Design and implement a personal financial management plan. CRP.03.02.

1a Research and examine components in a personal financial management plan (e.g., income, expense, budgeting, savings, credit, etc.). CRP.03.02.01.A.

1b Analyze management tools available for managing personal finances (e.g., software, calendars, banks, financial institutions, etc.). CRP.03.02.01.B.

1c Appraise and select management tools to include in a personal financial management plan CRP.03.02.01.C.

2a Examine and categorize personal financial practices (e.g., earning, spending, use of management tools, credit, etc.) CRP.03.02.02.A.

2b Analyze the effectiveness of a personal financial management plan and explain how this practice may contribute to future financial independence. CRP.03.02.02.B.

2c Design, implement and evaluate a personal financial management plan CRP.03.02.02.C.

Communicate clearly, effectively and with reason. Career-ready inc co ideas and action plans

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1 Speak using strategies that ensure clarity, logic, purpose and professionalism in formal and informal settings. CRP.04.01.

a Identify and categorize strategies for ensuring clarity, logic, purpose and professionalism in verbal and non-verbal communication (e.g., vocal tone, organization of thoughts, eye contact, preparation, etc.). CRP.04.01.01.A.

with clarity, whether using written, verbal and/or visual methods. They communicate in the workplace with clarity and purpose to make maximum use of their own and others' time. They are excellent writers; they master conventions, word choice and organization, and use effective tone and presentation skills to articulate ideas. They are skilled at interacting with others; they are active listeners and speak clearly and with purpose. Career-ready individuals think about the audience for their communication and prepare accordingly to ensure the desired outcome. CRP.04.

1b Analyze use of verbal and non-verbal communication strategies in workplace situations. CRP.04.01.01.B.

1c Evaluate other's verbal and non-verbal communications (e.g., speeches, presentations, oral reports, etc.) and propose recommendations for improvement in clarity, logic, purpose and professionalism. CRP.04.01.01.C

2a Examine and assess personal ability to speak with clarity, logic, purpose and professionalism in formal and informal settings (e.g., speeches, interviews, presentations, oral reports, etc.). CRP.04.01.02.A

2b Apply strategies for speaking with clarity, logic, purpose and professionalism in a variety of situations in formal and informal settings. CRP.04.01.02.B

2c Evaluate personal strengths and areas for growth with regard to speaking formally and informally with clarity, logic, purpose and professionalism, and identify ways to improve. CRP.04.01.02.C

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2 **Produce clear, reasoned and coherent written and visual communication in formal and informal settings.** CRP.04.02

1a Research and summarize the purpose of different forms of written and visual communication in formal and informal settings (e.g., letters, emails, reports, social media, graphics, diagrams, etc.). CRP.04.02.01.A.

1b Compare and contrast the structure of different forms of written and visual communication. CRP.04.02.01.B.

1c Evaluate the effectiveness of different forms of written and visual communication for achieving their intended purpose. CRP.04.02.01.C.

2a Identify and examine methods for producing clear, reasoned and coherent written and visual communication that are appropriate to the task, purpose and audience (e.g., audience analysis, objective development, etc.) CRP.04.02.02.A.

2b Apply techniques for ensuring clarity, logic and coherence to edit written and visual communications (e.g., emails, reports, presentations, technical documents, diagrams, etc.). CRP.04.02.02.B.

2c Compose clear and coherent written documents and visuals (e.g., agendas, audio-visuals, drafts, forms, etc.) that are adapted to the audience needs in both formal and informal settings. CRP.04.02.02.C.

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3 **Model active listening strategies when interacting with others in formal and informal settings.** CRP.04.03.

1a Research and summarize components of active listening (e.g., eye contact, have an open mind, restate, etc.) CRP.04.03.01.A.

1b Apply active listening strategies (e.g., be attentive, observe non-verbal cues, ask clarifying questions, etc.). CRP.04.03.01.B.

1c Evaluate personal effectiveness and devise a plan to improve active listening skills. CRP.04.03.01.C.

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2a Observe and identify use of active listening strategies in formal (e.g., speeches, presentations, etc.) and informal (e.g., conversations, meetings, etc.) settings. CRP.04.03.02.A.

2b Apply and evaluate personal level of active listening strategies in formal and informal settings. CRP.04.03.02.B.

2c Model active listening strategies in formal and informal settings. CRP.04.03.02.C.

Consider the environmental, social and economic impacts of decisions. Career-ready individuals understand the interrelated nature of their actions and regularly make decisions that positively impact and/or mitigate negative impact on other people, organizations and the environment. They are aware of and utilize new technologies, understandings, procedures, materials and regulations affecting the nature of their work as it relates to the impact on the social condition, the environment and the profitability of the organization. CRP.05.

1 **Assess, identify and synthesize the information and resources needed to make decisions that positively impact the workplace and community.** CRP.05.01.

1a Examine and describe the steps in the decision-making process used in the workplace and community. CRP.05.01.01.A.

1b Analyze how the process of decision making is used in workplace and community situations. CRP.05.01.01.B.

1c Evaluate workplace and community decision-making processes and devise strategies for improvement. CRP.05.01.01.C.

2a Examine and explain the relationship between information, resources and good decision making in workplace and community situations. CRP.05.01.02.A.

2b Analyze past workplace and community situations to determine if appropriate information and resources were used to make an effective decision. CRP.05.01.02.B.

2c Evaluate workplace and community situations and recommend the information and resources needed to support good decisions. CRP.05.01.02.C.

3a Classify the types of information (e.g., data, research, procedures, regulations, etc.) and resources (e.g., human, financial, technology, time, etc.) that may be used to make workplace and community decisions. CRP.05.01.03.A.

3b Analyze workplace and community decisions and assess the information and resources used to make those decisions. CRP.05.01.03.B.

3c Synthesize information and resources and apply to workplace and community situations to make positive decisions. CRP.05.01.03.C.

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2 **Make, defend and evaluate decisions at work and in the community using information about the potential environmental, social and economic impacts.** CRP.05.02.

1a Examine areas in the workplace and community where decisions will make a positive impact CRP.05.02.01.A.

1b Apply a structured decision-making process to improve workplace and community situations CRP.05.02.01.B.

1c Evaluate and defend decisions applied in the workplace and community situations. CRP.05.02.01.C.

2a Examine information about environmental, social and economic impacts when making decisions in the workplace and community. CRP.05.02.02.A.

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2b Assess past decisions made in workplace and community and analyze their effects on environmental, social and economic situations. CRP.05.02.02.B.

2c Evaluate workplace and community situations and propose decisions to be made based upon the positive impact made on environment, social and economic areas. CRP.05.02.02.C.

Demonstrate creativity and innovation. Career-ready individuals regularly think of ideas that solve problems in new and different ways, and they contribute those ideas in a useful and productive manner to improve their organization. They can consider unconventional ideas and suggestions as solutions to issues, tasks or problems, and they discern which ideas and suggestions will add greatest value. They seek new methods, practices and ideas from a variety of sources and seek to apply those ideas to their own workplace. They take action on their ideas and understand how to bring innovation to an organization. CRP.06.

1 **Synthesize information, knowledge and experience to generate original ideas and challenge assumptions in the workplace and community.** CRP.06.01.

1a Identify and summarize steps for generating ideas used in the workplace and community. CRP.06.01.01.A.

1b Synthesize information, knowledge and experiences to generate ideas for workplace and community situations. CRP.06.01.01.B.

1c Evaluate workplace and community situations and devise strategies to apply original ideas. CRP.06.01.01.C.

2a Define “assumption” and identify different types and sources of assumptions that could impact effectiveness in workplace and community situations. CRP.06.01.02.A.

2b Analyze how assumptions can impact outcomes in a variety of workplace and community situations. CRP.06.01.02.B.

2c Devise and apply strategies (e.g., ask questions, brainstorm ideas, present facts and information etc.) to challenge common assumptions in workplace and community situations. CRP.06.01.02.C.

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2 **Assess a variety of workplace and community situations to identify ways to add value and improve the efficiency of processes and procedures.** CRP.06.02.

1a Identify and categorize the types of processes and procedures used in workplaces and the community (e.g., health and safety, email, compliance, etc.). CRP.06.02.01.A.

1b Analyze how processes and procedures are implemented in workplace and community situations (e.g., employee evaluations, vacation, leave time, etc.). CRP.06.02.01.B.

1c Evaluate past workplace and community situations and determine how processes and procedures impacted outcomes. CRP.06.02.01.C.

2a Identify and summarize methods used to increase efficiency and add value to workplace and community processes and procedures (e.g., individual input, scheduled reviews, etc.). CRP.06.02.02.A.

2b Predict and communicate potential gains in efficiency and value-added from implementing an improved process or procedure. CRP.06.02.02.B.

2c Construct and implement methods to improve workplace and community processes and procedures. CRP.06.02.02.C.

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Create and execute a plan of action to act upon new ideas and introduce innovations to workplace and community organizations. CRP.06.03.

1a Examine workplace and community situations to identify opportunities for improvement through the introduction of new ideas and innovations. CRP.06.03.01.A.

1b Assess and communicate the risks and benefits of applying new ideas and innovations to the workplace and community CRP.06.03.01.B.

1c Design a plan of action to introduce a new idea or innovation into the workplace and community. CRP.06.03.01.C.

2a Identify individuals and organizations (i.e., stakeholders) that need to provide input and feedback on new ideas or innovation prior to implementation in the workplace or community. CRP.06.03.02.A.

2b Elicit and assimilate input and feedback from individuals and organizations about new ideas or innovations for the workplace or community. CRP.06.03.02.B.

3c Evaluate and execute strategies for using stakeholder input and feedback to improve a plan of action for introducing a new idea or innovation into the workplace or community. CRP.06.03.02.C.

Employ valid and reliable research strategies. Career-ready individuals are discerning in accepting and using new information to make decisions, change practices or inform strategies. They use a reliable research process to search for new information. They evaluate the validity of sources when considering the use and adoption of external information or practices. They use an informed process to test new ideas, information and practices in their workplace situation. CRP.07.

1 **Select and implement reliable research processes and methods to generate data for decision-making in the workplace and community.** CRP.07.01.

1a Identify and summarize reliable research processes and methods used to generate data for decision-making. CRP.07.01.01.A.

1b Analyze how different research methods are used to generate data in a variety of situations. CRP.07.01.01.B.

1c Evaluate business' and organizations' use of research methods and processes and propose recommendations for improvement. CRP.07.01.01.C.

2a Identify the data requirements for potential decisions in the workplace and community and determine possible research strategies to use to generate the necessary data. CRP.07.01.02.A.

2b Assess the positives and negatives of using different research strategies and methods to generate data for workplace and community decisions and use this information to select appropriate methods. CRP.07.01.02.B.

2c Design plans for use and implementation of reliable research methods to generate data for decision making in workplace and community situations CRP.07.01.02.C.

2 **Evaluate the validity of sources and data used when considering the adoption of new technologies, practices and ideas in the workplace and community.** CRP.07.02.

1a Identify and summarize types of data sources available to research new technologies and practices for workplaces and community organizations (e.g., blog, research, news, etc.). CRP.07.02.01.A.

1b Assess data sources for reliability and validity. CRP.07.02.01.B.

c Propose valid and reliable data sources to use when considering the adoption of new technologies, practices and ideas. CRP.07.02.01.C.

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2a Categorize potential technologies, practices and ideas that could be adopted by workplaces and community organizations. CRP.07.02.02.A.

2b Assimilate data to assist in making a decision about the adoption of a new technology, practice or idea by workplaces and community organizations. CRP.07.02.02.B.

2c Create and defend proposals for new technologies, practices and ideas using valid and reliable data sources. CRP.07.02.02.C.

Utilize critical thinking to make sense of problems and persevere in solving them. Career-ready individuals readily recognize problems in the workplace, understand the nature of the problem, and devise effective plans to solve the problem. They are aware of problems when they occur and take action quickly to address the problem. They thoughtfully investigate the root cause of the problem prior to introducing solutions. They carefully consider the options to solve the problem. Once a solution is agreed upon, they follow through to ensure the problem is solved, whether through their own actions or the actions of others. CRP.08

1 **Apply reason and logic to evaluate workplace and community situations from multiple perspectives.** CRP.08.01.

1a Identify and summarize steps to think critically (e.g., identify problem, gather information, brainstorm solutions, etc.). CRP.08.01.01.A.

1b Apply steps for critical thinking to a variety of workplace and community situations. CRP.08.01.01.B.

1c Evaluate how applying critical thinking skills can impact workplace and community situations. CRP.08.01.01.C.

2a Examine and identify opportunities to apply reason, logic and multiple perspectives to solve problems in workplace and community situations. CRP.08.01.02.A.

2b Assess solutions to workplace and community problems for evidence of reason, logic and consideration of multiple perspectives. CRP.08.01.02.B.

2c Devise and implement strategies to apply reason, logic and input from multiple perspectives to solve workplace and community problems CRP.08.01.02.C.

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2 **Investigate, prioritize and select solutions to solve problems in the workplace and community.** CRP.08.02.

1a Investigate and summarize potential tools and resources used to solve problems in the workplace and community CRP.08.02.01.A.

1b Assimilate and prioritize potential solutions to solve problems in the workplace and community. CRP.08.02.01.B.

1c Devise and implement strategies to evaluate the effectiveness of solutions for resolving workplace and community problems. CRP.08.02.01.C.

2a Identify and summarize steps in the decision-making process to solve workplace and community problems. CRP.08.02.02.A.

2b Apply decision-making processes to generate possible solutions to solve workplace and community problems. CRP.08.02.02.B.

2c Evaluate and select solutions with greatest potential for success to solve workplace and community problems. CRP.08.02.02.C.

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3 **Establish plans to solve workplace and community problems and execute them with resiliency.** CRP.08.03.

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a Identify different types of problem solving models and summarize their applicability to workplace and community situations. CRP.08.03.01.A.

1b Analyze and determine the best problem-solving model to apply to workplace and community problems. CRP.08.03.01.B.

1c Evaluate the effectiveness of different problem-solving models for reaching a solution to workplace and community issues. CRP.08.03.01.C.

2a Identify and analyze the elements of a plan for solving workplace and community problems (e.g., budget, timeline, etc.). CRP.08.03.02.A.

2b Create plans to solve workplace and community problems. CRP.08.03.02.B.

2c Implement and evaluate plans to solve workplace and community problems. CRP.08.03.02.C.

Model integrity, ethical leadership and effective management. Career-ready individuals readily recognize problems in the workplace, understand the nature of the problem, and devise effective plans to solve the problem. They are aware of problems when they occur and take action quickly to address the problem. They thoughtfully investigate the root cause of the problem prior to introducing solutions. They carefully consider the options to solve the problem. Once a solution is agreed upon, they follow through to ensure the problem is solved, whether through their own actions or the actions of others. CRP.09.

1 **Model characteristics of ethical and effective leaders in the workplace and community (e.g. integrity, self-awareness, self-regulation, etc.).** CRP.09.01.

1a Identify and summarize the characteristics of ethical and effective leaders in workplace and community settings. CRP.09.01.01.A.

1b Analyze workplace and community leaders and determine what ethical and effective leadership characteristics they demonstrate. CRP.09.01.01.B.

1c Evaluate ethical and effective leadership characteristics demonstrated by others. CRP.09.01.01.C.

2a Reflect upon and summarize situations where ethical and effective leadership characteristics were needed and/ or personally demonstrated (e.g., motivation, empathy, etc.). CRP.09.01.02.A.

2b Conduct a self-assessment of personal ethical and effective leadership characteristics (e.g., relates to others, focused, integrity, etc.) and reflect upon the results to identify opportunities for improvement. CRP.09.01.02.B.

2c Model characteristics and actions of ethical and effective leaders in workplace and community situations (e.g., integrity, self-awareness, etc.). CRP.09.01.02.C.

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2 **Implement personal management skills to function effectively and efficiently in the workplace (e.g., time management, planning, prioritizing, etc.).** CRP.09.02.

1a Identify and summarize personal management skills necessary to function effectively in the workplace (e.g., time management, planning, prioritizing, etc.). CRP.09.02.01.A.

1b Analyze leaders' use of effective personal management skills and determine how they apply them in workplace and community situations. CRP.09.02.01.B.

1c Evaluate opportunities to apply personal management skills into daily tasks and responsibilities. CRP.09.02.01.C.

2a Examine and describe personal management skills (e.g., time management, prioritizing, setting goals, etc.) that are individually implemented and demonstrated in workplace and community situations. CRP.09.02.02.A.

b Conduct a self-assessment of personal management skills used in daily workplace or community situations. CRP.09.02.02.B.

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2c Model personal management skills and identify opportunities for continuous improvement. CRP.09.02.02.C.

3 **Demonstrate behaviors that contribute to a positive morale and culture in the workplace and community (e.g., positively influencing others, effectively communicating, etc.).** CRP.09.03.

1a Identify and summarize respectful and purposeful behaviors that contribute to positive morale and culture in workplace and community settings (e.g., positively influencing others, effectively communicating, etc.). CRP.09.03.01.A.

1b Analyze the relationship between demonstrating respectful and purposeful behaviors (e.g., collaborative, clear expectations, etc.) and increased influence in the workplace and community. CRP.09.03.01.B.

1c Evaluate workplace and community cultures and determine specific behaviors and actions that contribute to building the morale and culture. CRP.09.03.01.C.

2a Examine personal levels of respectful and purposeful behaviors and summarize how they are demonstrated (e.g., treat others with respect, model professionalism, etc.). CRP.09.03.02.A.

2b Devise, implement and evaluate strategies for continuation and improvement of respectful and purposeful behaviors that contribute to positive morale and culture in workplace and community (e.g., recognize others' skills, promote collaboration, etc.). CRP.09.03.02.B.

2c Model respectful and purposeful behaviors that contribute to positive morale and culture in the workplace and community (e.g., effectively communicating, recognizing accomplishments of others, etc.). CRP.09.03.02.C.

Plan education and career path aligned to personal goals. Career-ready individuals take personal ownership of their own educational and career goals, and they regularly act on a plan to attain these goals. They understand their own career interests, preferences, goals and requirements. They have perspective regarding the pathways available to them and the time, effort, experience and other requirements to pursue ea en re

1 **Identify career opportunities within a career cluster that match personal interests, talents, goals and preferences.** CRP.10.01.

1a Determine personal interests, talents, goals and preferences for potential careers. CRP.10.01.01.A.

1b Assess and select areas for growth and improvement based upon analysis of personal interests for potential careers. CRP.10.01.01.B.

1c Plan a career path based on personal interests, goals, talents and preferences. CRP.10.01.01.C.

2a Examine career clusters and identify potential career opportunities based on personal interests, talents, goals and preferences. CRP.10.01.02.A.

2b Analyze skills needed for potential careers and compare and contrast skills needed with personal interests, talents, goals and preferences. CRP.10.01.02.B.

2c Match potential career opportunities in career clusters with personal interests, talents, goals and preferences. CRP.10.01.02.C.

2 **Examine career advancement requirements (e.g., education, certification, raining, etc.) and create goals for continuous growth in a chosen areer.** CRP.10.02.

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each step in the educational and experiential process, and they recognize that nearly all career paths require ongoing education and experience. They seek counselors, mentors and other experts to assist in the planning and execution of career and personal goals. CRP.10.

1a Categorize career advancement requirements for potential careers (e.g., degrees, certification, training, etc.). CRP.10.02.01.A.

1b Analyze the steps to meet career advancement requirements for potential careers. CRP.10.02.01.B.

1c Devise and implement plans to complete the requirements for career advancement. CRP.10.02.01.C.

2a Identify methods for setting goals for personal improvement and continuous growth in a career area (e.g., SMART goals, training, professional development, etc.). CRP.10.02.02.A.

2b Create goals for personal improvement and continuous growth in a career area. CRP.10.02.02.B.

2c Evaluate actions taken and make appropriate modifications to continuous growth goals in career areas. CRP.10.02.02.C.

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3 **Develop relationships with and assimilate input and/or advice from experts (e.g., counselors, mentors, etc.) to plan career and personal goals in a chosen career area.** CRP.10.03.

1a Summarize ways that input and/or advice from career area experts could assist in planning personal career goals. CRP.10.03.01.A.

1b Assess career and personal goals and determine additional information career area experts could provide. CRP.10.03.01.B.

1c Devise strategies to gather answers and information from career area experts and use this information to plan and execute goals. CRP.10.03.01.C.

2a Identify trusted individuals to consult with on setting and achieving career and personal goals (e.g., counselors, teachers, mentors, coaches, community leaders, etc.). CRP.10.03.02.A.

2b Devise and implement strategies to gather input and advice for planning career and personal goals from trusted experts. CRP.10.03.02.B.

2c Assimilate input and advice from experts and formulate plans to implement into career and personal goals for chosen career areas. CRP.10.03.02.C.

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4 **Identify, prepare, update and improve the tools and skills necessary to pursue a chosen career path.** CRP.10.04.

1a Identify and explain the purpose of fundamental tools used to pursue a career path (e.g., resume, cover letter, portfolio, etc.) as well as the common components of each (e.g., content in cover letter, categories in resume, etc.). CRP.10.04.01.A.

1b Organize personal information (e.g., goals, experiences, education, achievements, work examples, etc.) to prepare and continuously update a set of tools to aid in the pursuit of a career path. CRP.10.04.01.B.

1c Select and use appropriate tools to pursue career advancement opportunities and assimilate feedback from the process to identify improvements for the future. CRP.10.04.01.C.

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2a Summarize common processes involved in pursuing a career (e.g., interviews, applications, networking, etc.) and the appropriate tools used for completing each. CRP.10.04.02.A.

2b Examine and practice the skills needed to complete common processes for pursuing a career (e.g., ability to communicate about past experiences, ability to articulate one's goals and career objectives, etc.). CRP.10.04.02.B.

2c Apply skills to complete common processes involved in pursuing a career and assimilate input and feedback from experts (e.g., mentors, teachers, business persons, etc.) to improve. CRP.10.04.02.C.

Use technology to enhance productivity. Career-ready individuals find and maximize the productive value of existing and new technology to accomplish workplace tasks and solve workplace problems. They are flexible and adaptive in acquiring and using new technology. They are proficient with ubiquitous technology applications. They understand the inherent risks – personal and organizational – of technology applications, and they take actions to prevent or mitigate these risks. CRP.11.

1 **Research, select and use new technologies, tools and applications to maximize productivity in the workplace and community.** CRP.11.01.

1b Analyze advantages and disadvantages of new technologies, tools and applications to maximize productivity in the workplace and community. CRP.11.01.01.B.

1a Identify and summarize new technologies, tools and applications to use in workplace and community situations. CRP.11.01.01.A.

1c Construct effective communications to explain the features, benefits and risks of new technologies, tools and applications in the workplace and community CRP.11.01.01.C.

2a Examine and categorize opportunities in workplace and community settings to use new technologies, tools and applications to maximize productivity and efficiency. CRP.11.01.02.A.

2b Select, apply and use new technologies, tools and applications in workplace and community situations to maximize productivity. CRP.11.01.02.B.

2c Evaluate effectiveness and make recommendations for using new technologies, tools and applications in the workplace and community. CRP.11.01.02.C.

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2 **Evaluate personal and organizational risks of technology use and take actions to prevent or minimize risks in the workplace and community.** CRP.11.02.

1a Identify and summarize potential personal and organizational risks of using technology in the workplace and community. CRP.11.02.01.A.

1b Assess the physical, financial and professional risks associated with using technology in the workplace and community and use this information to determine appropriate uses of technology CRP.11.02.01.B.

1c Construct and implement methods to evaluate personal and organizational risks of technology in workplace and community settings. CRP.11.02.01.C.

2a Synthesize tools and processes to prevent or minimize risks of technology use in community and work settings (e.g., risk management tools, benefit risks, etc.). CRP.11.02.02.A.

2b Analyze the effectiveness of methods for preventing or minimizing the risks of technology use. CRP.11.02.02.B.

2c Design and implement strategies to prevent or minimize the risks of technology use in the workplace and community CRP.11.02.02.C.

Work productively in teams while using cultural/global competence. Career-ready individuals positively contribute to every team, whether formal or informal. They apply an awareness of cultural differences to avoid barriers to productive and positive interaction. They find ways to increa CRP.12.

1 **Contribute to team-oriented projects and builds consensus to accomplish results using cultural global competence in the workplace and community.** CRP.12.01.

1a Differentiate the strengths and talents of all team members needed to complete projects in the workplace and community. CRP.12.01.01.A.

1b Formulate action plans to complete team-oriented projects in the workplace and community, including plans for personal contributions. CRP.12.01.01.B.

1c Evaluate the effectiveness of team-oriented projects at work and in the community and make recommendations for future improvements. CRP.12.01.01.C.

2a Identify and summarize techniques to build consensus in a team situation. CRP.12.01.02.A.

2b Apply consensus building techniques to accomplish results in team-oriented situations. CRP.12.01.02.B.

2c Devise and implement methods to obtain feedback from team members on their experiences after completing workplace and community projects. CRP.12.01.02.C.

3a Identify and categorize components of cultural and global competence (e.g., awareness, attitude, understanding cultural differences, etc.). CRP.12.01.03.A.

3b Assess the need and benefit for cultural and global competency and apply these competencies in team settings at work and in the community. CRP.12.01.03.B.

3c Evaluate personal level of cultural and global competence and implement plans for growth and improvement in workplace and community situations. CRP.12.01.03.C.

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reate and implement strategies to engage team members to work toward team nd organizational goals in a variety of workplace and community situations (e.g., .neetings, presentations, etc.). CRP.12.02.

1a Identify and summarize effective strategies used to engage team members to accomplish goals. CRP.12.02.01.A.

1b Assess team dynamics and match strategies to increase team member engagement. CRP.12.02.01.B.

1c Create and implement novel strategies to engage team members based on the situation. CRP.12.02.01.C.

2a Examine and summarize workplace and community situations where it is important to engage team members to meet team and organizational goals (e.g., meetings, presentations, etc.). CRP.12.02.02.A.

2b Select strategies to engage team members and apply in a variety of situations. CRP.12.02.02.B.

2c Evaluate the effectiveness of strategies to engage team members in a variety of workplace and community situations. CRP.12.02.02.C.