Tennessee CTE

Career Awareness

Qualities For Success

1. **Analyze and describe how interpersonal and leadership skills (such as respecting differences within groups, personal responsibility, and articulating a clear vision) are necessary to maintain quality relationships and success in postsecondary training and the workplace. Identify, develop, and practice specific skills through team projects.** 1

2. **Research and demonstrate understanding of characteristics and tactics for handling difficult conversations, resolving conflict, and giving and receiving constructive criticism.** 2

3. **Compile and evaluate an on-going list of attributes commonly found in leaders and describe how those characteristics contributed to their success. Some examples may include self-reliance, willingness to learn, effective communication, and time management.** 3

4. **Understand, respect, and demonstrate appreciation for alternate points of view, individual differences, cultural diversity, and differences in various family configurations.** 4

5. **Define the attributes of a SMART (specific, measurable, attainable, relevant, time-based) goal. Create a set of SMART goals for an upcoming project.** 5

6. **Apply time management skills to your SMART goals or projects and evaluate how your actions contributed to achieving your timely results through demonstration of the following skills:** 6
   - a Personal organization 6.A
   - b Prioritizing work 6.B
   - c Creating schedules 6.C
   - d Setting deadlines 6.D

7. **Demonstrate the following communication skills appropriate to task and audience:** 7
   - a Active listening skills 7.A
   - b Oral communication 7.B
   - c Written communication 7.C

8. **Demonstrate the following effective note-taking strategies from multiple sources such as lectures, journals, websites, and/or textbooks and manuals:** 8

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a Utilize an outline to identify main ideas 8.A

b Identify questions for further research 8.B

c Summarize main points and speaker/author meanings 8.C

Positive Self-Concept

9 Understand how to foster and develop positive attitudes toward self as a unique and worthy person. Identify activities that promote physical, mental, and emotional health within and outside of school. 9

10 Distinguish between values, beliefs, and strengths and understand how they foster success in life. Understand how respect for others' values, beliefs, and strengths leads to success in group settings. 10

11 Evaluate the impact of positive and negative personal choices, including the use of electronic communication and engagement on social media platforms, and how it affects a positive self-concept. 11

12 Identify common emotions or feelings and cite the environments or circumstances where they arise. Apply strategies to manage difficult experiences, such as asking for help or engaging in self-advocacy. 12

13 Demonstrate the ability to set appropriate boundaries and requests for personal privacy. Practice self-advocacy by applying problem-solving and decision-making skills to make safe and healthy choices, with support from peers, school, and community partners when needed. 13

Academic Aptitude

14 Understand how fostering academic strengths lead to academic achievement. Articulate your own academic strengths and how to adopt dispositions that lead to successful learning. 14

15 Identify academic strengths and areas for improvement. Apply specific strategies to positively impact school performance, such as asking for help when needed, using appropriate communication skills, and applying feedback from teachers. 15

16 Research and articulate the importance of honesty and integrity in academics and career by describing appropriate and inappropriate practices in topics such as writing/plagiarism, internet security, identity theft, workplace ethics, and interpersonal relationships/bullying. 16

17 Use case-studies or compare and contrast situational results to determine appropriate actions in similar circumstances. Identify and practice (throughout the course) appropriate personal practical strategies to resolve ethical dilemmas. 17

Awareness of Available Ca

18 Understand how changing economic and societal needs influence employment trends and job availability using job sourcing and career exploration websites. 18

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	19	**Analyze how critical thinking, problem-solving, information and technology management, interpersonal awareness, honesty, and dependability are used in the workplace. Compare how these skills are transferable between and among various occupations.** 19
	20	**Explore available occupations and career fields using a variety of available sources, such as U print, on line, interviews with business representatives, job shadowing, tours, guest speakers, career fairs, videos, and simulated work activities/products. Compare results of research to available career opportunities in the local community or region using job sourcing and career exploration websites.** 20
	21	**Develop a chart, table, or graphic to compare characteristics of interesting careers, such as alignment to personal interest and aptitude, education requirements, available positions, salaries, potential lifetime earnings, typical duties, working conditions, and employer benefits.** 21
	22	**Research the backgrounds of successful entrepreneurs. Compare and contrast various skills, experiences, and academic strengths associated with entrepreneurship.** 22
Community Context	23	**Identify all available CTE courses and pathways, industry credentials and certifications, and work-based learning opportunities available in your middle school and high school. Understand the differences between CTE courses, industry credentials, and work-based learning and how to pursue each option of postsecondary readiness.** 23
	24	**Understand the similarities and differences among community, technical, and four-year residential colleges within the same geographic region. Compare and contrast each option.** 24
	25	**Identify multiple major employers at the local and state level. Create a list of interesting careers you may find with each company. Compare these skills to your results from a career assessment tool.** 25