Virginia CTE

Career Investigations (9068)

Exploring Career Plan Options and Possible Destinations	A	Compare the concepts of work, job, and career. I.A
	B	Describe education and career terms. I.B
	C	Explore the 17 career clusters. I.C
	D	Explore career pathways and occupations of interest. I.D
	E	Investigate a career of interest. I.E
	F	Identify opportunities for education/training to prepare for a career. I.F
	G	Explain the cost of education and/or training. I.G
Discovering More about Yourself	A	Identify personal assets. II.A
	B	Examine personal assets in light of one's responsibilities as a family member, student, or community member. II.B
	C	Complete a career interest assessment. II.C
	D	Relate your skills, interests, talents, and values to a career. II.D
Developing an Academic and Career Plan	A	Identify short-term and long-term goals. III.A
	B	Research options associated with courses in your school division and regional center related to career interests. III.B
	C	Review a decision-making process to course options. III.C
	D	Review the student Academic and Career Plan Portfolio. III.D
	E	Draft an Academic and Career Plan. III.E
Communicating on the Job	A	Describe self-advocacy strategies. (optional) IV.A
	B	Communicate verbally and nonverbally in a professional manner. (Optional) IV.B
		)emonstrate telephone etiquette.(Optional) IV.C

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D **Compose written professional communication (e.g., emails, letters). (Optional)** IV.D

E **Describe the importance of active listening skills. (Optional)** IV.E

F **Troubleshoot workplace problems, issues, or conflicts to find a solution. (Optional)** IV.F

G **Describe the importance of inviting and responding to constructive feedback. (Optional)** IV.G

H **Provide constructive praise and criticism. (Optional)** IV.H

I **Respond to praise or criticism. (Optional)** IV.I

J **Demonstrate public speaking skills (e.g., large group, small group). (Optional)** IV.J

K **Describe the privacy issues related to online communication media.** IV.K

L **Identify privacy policies and issues related to employees using or misusing online communication media.** IV.L