

Career and Technical Education Learning-in-Place Activity Plan

Workplace Readiness Skills (WRS) are key aspects of being College, Career, and Civic Ready. These 22 skills are embedded within all Career and Technical Education (CTE) courses offered to students in grades 9-12. This plan allows students to review Skills 1-5. Within this plan, students will be asked to write a short (one paragraph) reflection that is related to a specific skill. The reflections can be done on the computer or simply written on paper.

Work Place Readiness Skill of Focus		Student Reflection
P E R S O N A L Q U A L I T I E S A N D A B I L I T I E S	Skill #1: Creativity and Innovation Employs originality, inventiveness, and resourcefulness in the workplace	Think about your future career interest. Discuss how your creativity would be of value within that profession.
	Skill #2: Critical Thinking and Problem Solving Uses sound reasoning to analyze problems, evaluate potential solutions, and implement effective courses of action	Reflect on a problem that you, or a friend, may have experienced in the past. After identifying the problem, discuss the steps taken to resolve it.
	Skill #3: Initiative and Self-Direction Independently looks for ways to improve the workplace and accomplish tasks	Taking the initiative to get things done is a skill that employers look for when hiring. What would you share about yourself with a potential employer that would show that you are good at Skill #3.
	Skill #4: Integrity Complies with laws, procedures, and workplace policies; demonstrates honesty, fairness, and respect	Take a moment to express what integrity means to you. Identify an instance in which it was displayed within your school and/or community.
	Skill #5: Work Ethic Consistently works to the best of one's ability and is diligent, dependable, and accountable for one's actions	Having a strong work ethic contributes to being successful in any work environment. List five adjectives that would describe you as being an individual with good work ethics.

Source: Adapted from www.ctecs.org. Additional information regarding WRS can be found at this site.