

Career and Technical Education
Workplace Readiness Skills for All Courses
Phase III: Learning-in-Place
(April 27 – May 15, 2020)

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. During this phase, students will review Professional skills 11-15. The Phase II learning plan focused on the Interpersonal Skills 6-10. Within this plan, students will be asked to write a reflection that is related to a specific skill. Entries can be done on the computer or simply written on paper. All responses should be in paragraph form.

Workplace Readiness Skills of Focus		Student Reflection
P R O F E S S I O N A L C O M P E T E N C I E S	<p>Skill #11: Big Picture Thinking Understands one’s role in fulfilling the mission of the workplace and considers the social, economic, and environmental impacts of one’s actions.</p>	<p>How might a person’s actions affect the school, community and workplace?</p> <p><u>Reflecting on you and others:</u> Think about a time when your actions had an impact on others. Was it positive? If given the same situation, would you behave in the same manner or would you take another approach?</p>
	<p>Skill #12: Career and Life Management Plans, implements, and manages personal and professional development goals related to education, career, finances, and health.</p>	<p>Goal setting is a key to success. Explain why it is important for an individual to continuously update their career plan? What is the difference between a short-term and long-term goal? Share details of three short term and long-term goals that you have set for yourself.</p>
	<p>Skill #13: Continuous Learning and Adaptability Accepts constructive feedback well and is open to new ideas and ways of doing things: continuously develops professional skills and knowledge to adjust to changing job requirements.</p>	<p>Why is it important to have an open mind and be flexible when confronted with change? How does one benefit from constructive feedback? Think about a time in which someone gave you constructive feedback. How did you respond?</p>

<p>Skill #14: Efficiency and Productivity Plans, prioritizes, and adapts work goals to manage time and resources effectively.</p>	<p>Why is time management important to being productive? How does it affect the workplace?</p> <p>Sometimes we are given multiple tasks to carry out. When you are given different assignment for schools, how do you prioritize getting them all done? Now, discuss how you would prioritize tasks given to you by a current or future employer.</p>
<p>Skill #15: Information Literacy Locates information efficiently, evaluates the credibility and relevance of sources and facts, and uses the information effectively to accomplish work-related tasks</p>	<p>In today's world, there is a lot of information at our fingertips. Discuss how sources of information should be evaluated and verified for credibility?</p>

Source: Adapted from www.ctecs.org. Modules and other resources are available for student use on this site.