

**Career and Technical Education**  
**Workplace Readiness Skills for All Courses**

**Phase IV: Learning-in-Place**  
**(May 18 – June 5, 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 16-22. Phases I, II, and III learning plans focused on the Personal Qualities and Abilities Skills 1-15. Within this plan, students will write a reflection, in paragraph form, that is related to a specific skill. Entries can be done on the computer or simply written on paper.

Workplace Readiness Phase II Skills for Review		Student Reflection
P R O F E S S I O N A L  S K I L L S	<p><b>Skill #16: Information Security</b>                      Understands basic Internet and email safety and follows workplace protocols to maintain the security of information, computers, networks, and facilities</p>	<p><u>Scenario:</u> You receive an email that appears to be from your work network with the subject line “Fraudulent activity has been detected on your account.” To find out more, you click and follow the link that is supposed to contain more information, but it does not appear to be a trusted site. Discuss the appropriate workplace protocols (next steps) for reporting this issue to your employer. Write your reflection as if you are creating an email to send to the technology department at your job explaining what has happened.</p>
	<p><b>Skill #17: Information Technology</b>                      Maintains a working knowledge of devices, resources, hardware, software, systems, services, applications, and IT conventions</p>	<p>Compare and contrast the main components of a desktop and laptop computer. How do these compare to iPads, other tablet-styled devices, or smartphones? Do certain situations make it easier to use one device over the other? Why? Lastly, share with us your device preference and why you like that device the best.</p>
	<p><b>Skill #18: Job-Specific Tools and Technologies</b>                      Knows how to select and safely use industry-specific technologies, tools, and machines to complete job tasks effectively</p>	<p>Choosing a career field of your interest, describe the job-related technology used to perform daily tasks within that career.</p>

## HIGH SCHOOL 9-12

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### Skill #19: Mathematics

Applies mathematical skills to complete tasks as necessary, such as performing basic calculations, applying mathematical processes to accomplish job-specific tasks, and managing personal finance

Math is a major part of life. It is a big factor in every career in every way. In thinking of your current or future career choice, fully identify and discuss how math is used within your career of interest. Remember...every career involves some form of math.

### Skill #20: Professionalism

Meets organizational expectations regarding work schedule, behavior, appearance, and communication

Part 1) What is professionalism? Describe five ways you can demonstrate professionalism at your place of business or prospective career.

Part 2) Next, think about one time you didn't demonstrate professionalism at work (or school). Explain what happened and what you would do differently next time.

### Skill #21: Reading and Writing

Reads and interprets workplace documents and writes effectively, conveying messages with clarity, using a professional tone and proper grammar

Choosing a career field of your interest, create a 3 columned *K-W-L Chart*. In the "What I KNOW" column, share your current knowledge about the career. In the "What I WANT TO KNOW" column, create research questions to help you learn more about the career. In the "What I've LEARNED" column, write the responses to your research questions. You can use [www.careeronestop.org](http://www.careeronestop.org) to assist with your research, if needed.

### Skill #22: Workplace Safety

Maintains a safe work environment by adhering to safety guidelines and identifying risks to self and other, while adhering to Occupational Safety and Health Administration (OSHA) standards

Maintaining a safe work environment is a MUST! Reflect on some of the safety procedures that have been practiced at your school. Now, think about some safety techniques and processes that may be used within your career of interest. List and discuss three safety guidelines you may be asked to follow within your future career.

Source: Adapted from [www.ctecs.org](http://www.ctecs.org). Modules and other resources are available for student use on this site.