

SELF MANAGEMENT

Students will acquire the attributes of motivation, promptness, perseverance, honesty and reliability in word and action. Well-developed self management skills also reflect pride in work effort, attention to detail and accuracy, and a focus on personal wellness and grooming.

- 1. Understands what is expected of a person in a given situation or process, and is able to clarify, modify and/or meet those expectations.**
- 2. Is punctual at all times, including appointments and completion of work assignments, and exhibits responsibility for being present.**
- 3. Completes assignments and works independently without direct supervision.**
- 4. Takes appropriate steps to develop or implement new ideas or concepts to improve a given situation or process.**
- 5. Chooses ethical courses of action and exhibits honesty and reliability in words and action.**
- 6. Is able to check the details and quality of one's work and to take action to correct mistakes.**
- 7. Dresses appropriately to maximize personal effectiveness and safety in various settings (e.g., work, school, community functions).**
- 8. Evaluates personal interest, aptitudes, knowledge and skills in reference to multiple career paths and in preparation for current and future career options.**
- 9. Demonstrates motivation and pride in self and work effort.**

PROBLEM SOLVING

These process skills reflect one's ability to organize, plan, reason, and use information to solve problems. The ability to prioritize; understand cause and effect relationships; evaluate and summarize are important skills.

- 1. Systematically analyzes the component parts of a given situation and then plans, organizes, and implements a concept to improve that situation or process.**
- 2. Given a set of rules, directions, or instructions, applies them to solve a problem or accomplish a task.**
- 3. Given multiple tasks, prioritizes them according to importance and prepares a time frame and schedule to accomplish the tasks.**
- 4. Identifies and analyzes a problem by stating causes and effects.**
- 5. Given an event or activity, identifies the resources needed and develops a plan of action.**

COMMUNICATION

Effective communication is fundamental to achieving a desired result whether in the workplace or advancing one's education. The goal is to communicate effectively both orally and in writing. Correct grammar, punctuation, spelling and an extensive vocabulary equip students to deal effectively with various audiences, public and individual. Listening is also a significant skill in the area of communication.

- 1. Uses correct grammar when speaking and writing.**
- 2. Given a situation or circumstance, takes a position and communicates ideas to justify the position.**
- 3. Speaks with confidence and composure about one's skill levels and qualifications in an interview setting.**
- 4. Performs a task after listening to oral information.**
- 5. Uses active listening and observation skills to understand the positions of others, and uses verbal and nonverbal cues to communicate effectively in response.**
- 6. Demonstrates good manners in response to introductions and greetings, shows appreciation by writing thank you notes promptly, and generally exhibits consideration for others.**
- 7. Demonstrates awareness that various careers may encompass unique vocabulary related to that particular job.**

WORKING WITH OTHERS

The development of these skills gives the individual the ability to function in both leadership and non-leadership roles, deal with conflict effectively, motivate individuals or teams of people, understand the concept of “customer service,” participate in work-related decisions and acknowledge the contributions of others.

- 1. Understands what it takes to develop an effective team, including team rules, behavior norms, team roles, communications, and decision-making practices.**
- 2. Provides effective, corrective, and positive feedback to others in appropriate situations.**
- 3. Given a complaint, understands the appropriate policies and practices for dealing with the situation and takes appropriate action.**
- 4. Understands the different functional areas in an organization (such as represented in an organizational chart) and clearly identifies the role assumed by each area and the relationship each role has to the total organization.**
- 5. Given a circumstance where there is a difference of opinion, demonstrates the ability to recognize those differences and works toward a compromise.**