



MULTI-YEAR COMPETENCIES

Career Development

- A1 Identify occupational interests, aptitudes, and abilities
- A2 Relate interests, aptitudes, and abilities to appropriate occupations
- A3 Identify desired lifestyle and relate to selected occupations
- A4 Develop a career path for a selected occupation
- A5 Select an immediate job goal
- A6 Describe the condition and specifications of the job goal

Job Attainment

- B7 Construct a resume
- B8 Conduct a job search
- B9 Develop a letter of application
- B10 Use the telephone to arrange an interview
- B11 Complete application forms
- B12 Complete employment tests
- B13 Complete a job interview

Job Survival

- C14 Demonstrate appropriate appearance
- C15 Understand what employers expect of employees
- C16 Identify problems of new employees
- C17 Demonstrate time management
- C18 Follow directions
- C19 Practice effective human relations
- C20 Appropriately quit a job

Basic Competencies

- D21 Comprehend verbal communications
- D22 Comprehend written communications
- D23 Communicate in writing
- D24 Communicate verbally
- D25 Perform mathematical calculations

Leadership & Self-Development

- E26 Demonstrate team membership
- E27 Demonstrate team leadership
- E28 Deliver presentations to a group
- E29 Compete successfully with peers
- E30 Demonstrate commitment to an organization

Personal Skills

- F31 Understand types of maturity
- F32 Identify a self-value system and how it affects life
- F33 Base decisions on values and goals
- F34 Identify process of decision-making
- F35 Demonstrate ability to assume responsibility for actions and decisions
- F36 Demonstrate a positive attitude
- F37 Develop a healthy self-concept for home, school, and work

Life Survival

- G38 Evaluate a career plan to determine post-secondary options
- G39 Understand how to achieve marketable job skills for entry-level jobs
- G40 Conduct a job analysis
- G41 Apply critical thinking skills
- G42 Demonstrate effective study skills
- G43 Demonstrate how to use group dynamics techniques
- G44 Explain the roles and function of a value-added organization

- G45 Understand the elements of high performing work teams
- G46 Demonstrate how to work with diverse people in the workplace and in the community
- G47 Demonstrate techniques for building commitment of others
- G48 Demonstrate an openness to change
- G49 Provide constructive feedback
- G50 Negotiate solutions to conflict
- G51 Demonstrate politeness and civility
- G52 Demonstrate an ability to adapt to people and situations
- G53 Exhibit work ethics and behaviors essential for success
- G54 Set and prioritize goals and set a timeline for achieving them
- G55 Apply the problem-solving process to solve complex problems
- G56 Analyze the strengths and weaknesses of self and others
- G57 Design and justify solutions by tracking and evaluating results
- G58 Identify ways to build mutual trust and respect
- G59 Prepare a short and long-term budget

Workplace Skills

- H60 Demonstrate punctuality and good attendance practices
- H61 Demonstrate initiative and proactivity
- H62 Demonstrate how to work effectively with others
- H63 Demonstrate an attitude that attracts positive attention from management
- H64 Demonstrate an ability to communicate and work with customers to satisfy their expectations
- H65 Demonstrate listening skills that will result in understanding information being conveyed

- H66 Demonstrate an ability to listen and give directions
- H67 Demonstrate reasoning skills
- H68 Demonstrate integrity and honesty when dealing with customers
- H69 Accept responsibility for one's own actions
- H70 Complete workplace assignments correctly and on time
- H71 Demonstrate the ability to complete a delegated task
- H72 Prioritize and manage time effectively in the workplace
- H73 Demonstrate enthusiasm for work
- H74 Demonstrate an eagerness to learn new responsibilities or improve current responsibilities
- H75 Demonstrate an understanding of the work to be accomplished
- H76 Demonstrate familiarity with various technological tools
- H77 Demonstrate the ability to self-evaluate and develop a continuous improvement plan
- H78 Demonstrate basic computer operation skills
- H79 Demonstrate the ability to learn from past experiences
- H80 Demonstrate appropriate email correspondence
- H81 Demonstrate the ability to search for information on the internet

Supplemental Competencies

- I82 Understand types of insurance
- I83 Demonstrate an understanding of how to open a small business



MIDDLE SCHOOL COMPETENCIES

Self-Understanding

- J101 Identify, understand, and apply knowledge of social roles
- J102 Participate in assessments and utilize results
- J103 Articulate personal values
- J104 Identify, understand, and effectively manage emotions
- J105 Demonstrate ability to make healthy choices
- J106 Identify and understand personal interests, aptitudes, and abilities

Communications

- K107 Differentiate between opinion and fact
- K108 Identify and demonstrate key communication skills
- K109 Express needs and wants
- K110 Listen and contribute appropriately in a group situation

Organizational Skills

- L111 Use a method of time management
- L112 Establish long and short-term goals
- L113 Demonstrate organizational skills

Study Skills

- M114 Use basic study skills effectively
- M115 Use knowledge of personal learning style in study habits
- M116 Explain the value of completed homework

Decision-Making

- N117 Demonstrate an understanding of decision making
- N118 Explain the importance of taking responsibility for actions and behaviors
- N119 Demonstrate appropriate anger control techniques
- N120 Demonstrate appropriate conflict resolution techniques
- N121 Develop and implement a Personal Development Plan
- N122 Define and demonstrate empathy

Character Development

- P123 Explain the significance of respect for self, others, and rules
- P124 Explain the value of good character
- P125 Explain the benefit of positive attitude
- P126 State the benefits of being perceived as a person of good character
- P127 Demonstrate effective leadership skills

Dreamwork

- Q128 Develop a career or educational plan which reflects personal goals, interests, and skills
- Q129 Describe the future, including personal and career potential
- Q130 Demonstrate understanding of social and cultural diversity
- Q131 Apply concepts related to living on your own in the “real world”
- R132 Access key local resources
- R133 Demonstrate understanding of earning, spending, and saving
- R134 Develop a budget

Negotiations

- S135 Define “negotiation” and give examples of everyday negotiations that take place in a student’s life and society
- S136 Explain the reasons for and benefits of negotiation related to sell and counterpart
- S137 Describe the process of negotiation

Career Based Learning

- T138 Explain the difference between a job and a career
- T139 Demonstrate an understanding of skills and abilities necessary for success in a job
- T140 Identify skills necessary for career choice
- T141 Demonstrate understanding of the job application process
- T142 Explain the value of job shadowing