

EMERGENCY CLOSING LEARNING PLAN

Career and Technical Education - All courses

Workplace Readiness Skills

(except Economics and Personal Finance)

***Workplace Readiness Skills are a component of all
Career and Technical Education courses (competencies 1 - 22)***

WRS Competency	Student Activities to Complete
Skill #1: Creativity and Innovation - Employs originality, inventiveness, and resourcefulness in the workplace.	Choose a future career. Describe three ways that creativity might be useful in your future career.
Skill #2: Critical Thinking and Problem Solving - Uses sound reasoning to analyze problems, evaluate potential solutions, and implement effective courses of action.	Describe a communication issue that you have experienced that did not turn out as you expected. Explain the problem and the resolution.
Skill #3: Initiative and Self-Direction - Independently looks for ways to improve the workplace and accomplish tasks.	In your own words, define the term initiative and outline an example of an instance where you took initiative.
Skill #4: Integrity - Complies with laws, procedures, and workplace policies; demonstrates honesty, fairness, and respect.	Describe two examples of how you will use integrity in your workplace or future career.
Skill #5: Work Ethic - Consistently works to the best of one's ability and is diligent, dependable, and accountable for one's actions.	You receive your most recent paycheck and realize that you have been paid for 20 hours that you did not work. Describe what you would do and why?
Skill #6: Conflict Resolution - Negotiates diplomatic solutions to interpersonal and workplace issues.	Reflect on a conflict that you have had with your family, friends or in the workplace. Briefly describe the conflict and the actions that you used to resolve the conflict.
Skill #7: Listening and Speaking - Listens attentively and asks questions to clarify meaning; articulates ideas clearly in a manner appropriate for the setting and audience.	Briefly interview a professional in person, by phone, Skype or FaceTime (e.g., a teacher, coach, employer, relative, or friend) about the importance of clear communication in their workplace and describe why communication is important within their career.

Skill #8: Respect for Diversity - Values individual differences and works collaboratively with people of diverse backgrounds, viewpoints, and experiences.	<p>Explain your definition of diversity. Why do you think it is important to be respectful to everyone, especially in the workplace?</p>
Skill #9: Customer Service Orientation - Anticipates and addresses the needs of customers and coworkers, providing thoughtful, courteous, and knowledgeable service.	<p>Reflect on a recent experience that you have had while shopping. Describe your experience and critique the customer service you received. Explain how you would have done it differently or why it was good.</p>
Skill #10: Teamwork - Shares responsibility for collaborative work and respects the thoughts, opinions, and contributions of other team members.	<p>In your own words, identify the components of a successful team and describe the importance of teamwork in the workplace.</p>