



Multi-Year Curriculum

Career Development Competencies

1. Identify occupational interests, aptitudes and abilities
2. Relate interest, aptitudes and abilities to appropriate occupations
3. Identify desired lifestyle and relate to selected occupations
4. Develop a career path for a selected occupation
5. Select an immediate job goal
6. Describe the condition and specifications of the job goal.

Job Attainment Competencies

7. Construct a resume
8. Conduct a job search
9. Develop a letter of application
10. Use the telephone to arrange an interview
11. Complete application forms
12. Complete employment tests
13. Complete a job interview

Job Survival Competencies

14. Demonstrate appropriate appearance
15. Understand what employers expect of employees
16. Identify problems of new employees
17. Demonstrate time management
18. Follow directions
19. Practice effective human relations
20. Appropriately quite a job

Basic Competencies

21. Comprehend verbal communications
22. Comprehend written communications
23. Communicate in writing
24. Communicate verbally
25. Perform mathematical calculations

Leadership & Self Development Competencies

26. Demonstrate team membership
27. Demonstrate team leadership
28. Deliver presentations to a group
29. Compete successfully with peers
30. Demonstrate commitment to an organization

Personal Skills Competencies

31. Explain the types of maturity
32. Identify a self-value system and how it affects life
33. Base decisions on values and goals
34. Identify process of decision-making
35. Demonstrate ability to assume responsibility for actions/decisions
36. Demonstrate a positive attitude
37. Develop a healthy self-concept for home, school and work

Life Survival Skills

38. Evaluate a career plan to determine appropriate post-secondary education options
39. Identify how best to achieve marketable occupation skills for an entry level position
40. Conduct a job analysis
41. Apply critical thinking skills
42. Demonstrate effective study skills
43. Demonstrate how to use group dynamics techniques
44. Explain the roles and function of a value-added organization
45. Understand the essential elements of high performance work teams
46. Describe how to work and communicate with diverse people at work and in the community to satisfy their expectations
47. Demonstrate techniques for building commitment by others
48. Demonstrate an openness to change
49. Provide constructive feedback
50. Negotiate solutions to conflicts
51. Demonstrate politeness and civility
52. Demonstrate an ability to adapt to people and situations
53. Exhibit work ethics and behaviors essential to success
54. Set and prioritize goals and establish a timeline for achieving them
55. Apply the problem-solving process to complex problems
56. Demonstrate an ability to analyze the strengths and weaknesses of self and others
57. Design and justify solutions by tracking and evaluating results
58. Identify ways to build mutual trust and respect
59. Prepare a short and long term personal budget

Work Place Competencies

60. Demonstrate punctuality and good attendance practices
61. Demonstrate initiative and pro-activity
62. Demonstrate how to work effectively with others
63. Demonstrate an attitude that attracts the attention of management
64. Demonstrate an ability to communicate and work with customers to satisfy their expectations
65. Demonstrate listening skills which will result in gaining a clear understanding of information being conveyed
66. Demonstrate an ability to follow and give directions
67. Demonstrate good reasoning skills which results in thinking first then taking action
68. Demonstrate integrity and honesty in dealings with internal and external customers
69. Demonstrate a willingness to accept responsibility for one's own actions
70. Demonstrate a commitment in completing work assignments accurately and in a timely fashion
71. Demonstrate an ability to satisfy the purposes of a designated task
72. Demonstrate an ability to prioritize and manage time effectively in the workplace
73. Demonstrate enthusiasm for work
74. Demonstrate an eagerness to learn new responsibilities or improve current responsibilities
75. Demonstrate an understanding of the work to be accomplished
76. Demonstrate familiarity with a variety of technologies
77. Demonstrate an ability to self-evaluate and develop a continuous improvement philosophy
78. Demonstrate basic computer operation skills
79. Demonstrate the ability to learn from past experiences and others