

# Workplace Readiness Skills

<http://www.cteresource.org/attachments/atb/WRSRepositoryFiles/WRSList.pdf>

Correlated to

the Career Ready Practices component of the Common Career Technical Core (CCTC)

<http://www.careertech.org/career-ready-practices>

1. **POSITIVE WORK ETHIC:** Comes to work every day, on time, is willing to take direction, and is motivated to accomplish the task at hand

- 1. Act as a responsible and contributing citizen and employee.**
- 5. Consider the environmental, social and economic impacts of decisions.**
- 9. Model integrity, ethical leadership and effective management.**

2. **INTEGRITY:** Abides by workplace policies and laws and demonstrates honesty and reliability

- 1. Act as a responsible and contributing citizen and employee.**
- 9. Model integrity, ethical leadership and effective management.**

3. **TEAMWORK:** Contributes to the success of the team, assists others, and requests help when needed

- 1. Act as a responsible and contributing citizen and employee.**
- 4. Communicate clearly, effectively and with reason.**
- 8. Utilize critical thinking to make sense of problems and persevere in solving them.**
- 12. Work productively in teams while using cultural/global competence.**

4. **SELF-REPRESENTATION:** Dresses appropriately and uses language and manners suitable for the workplace

- 1. Act as a responsible and contributing citizen and employee.**
- 3. Attend to personal health and financial well-being.**
- 4. Communicate clearly, effectively and with reason.**

5. **DIVERSITY AWARENESS:** Works well with all customers and coworkers

- 4. Communicate clearly, effectively and with reason.**
- 5. Consider the environmental, social and economic impacts of decisions.**
- 9. Model integrity, ethical leadership and effective management.**
- 12. Work productively in teams while using cultural/global competence.**

6. **CONFLICT RESOLUTION:** Negotiates diplomatic solutions to interpersonal and workplace issues

- 4. Communicate clearly, effectively and with reason.**
- 5. Consider the environmental, social and economic impacts of decisions.**
- 8. Utilize critical thinking to make sense of problems and persevere in solving**

them.

**9. Model integrity, ethical leadership and effective management.**

**12. Work productively in teams while using cultural/global competence.**

7. **CREATIVITY AND RESOURCEFULNESS:** Contributes new ideas and works with initiative

**1. Act as a responsible and contributing citizen and employee.**

**2. Apply appropriate academic and technical skills.**

**6. Demonstrate creativity and innovation.**

**7. Employ valid and reliable research strategies.**

8. **SPEAKING AND LISTENING:** Follows directions and communicates effectively with customers and fellow employees

**2. Apply appropriate academic and technical skills.**

**4. Communicate clearly, effectively and with reason.**

9. **READING AND WRITING:** Reads and interprets workplace documents and writes clearly

**2. Apply appropriate academic and technical skills.**

**4. Communicate clearly, effectively and with reason.**

**7. Employ valid and reliable research strategies.**

10. **CRITICAL THINKING AND PROBLEM SOLVING:** Analyzes and resolves problems that arise in completing assigned tasks

**1. Act as a responsible and contributing citizen and employee.**

**2. Apply appropriate academic and technical skills.**

**5. Consider the environmental, social and economic impacts of decisions.**

**6. Demonstrate creativity and innovation.**

**8. Utilize critical thinking to make sense of problems and persevere in solving them.**

11. **HEALTH AND SAFETY:** Follows safety guidelines and manages personal health

**1. Act as a responsible and contributing citizen and employee.**

**3. Attend to personal health and financial well-being.**

**5. Consider the environmental, social and economic impacts of decisions.**

12. **ORGANIZATIONS, SYSTEMS, AND CLIMATES:** Identifies “big picture” issues and his or her role in fulfilling the mission of the workplace

**1. Act as a responsible and contributing citizen and employee.**

**5. Consider the environmental, social and economic impacts of decisions.**

**6. Demonstrate creativity and innovation.**

**9. Model integrity, ethical leadership and effective management.**

**12. Work productively in teams while using cultural/global competence.**

13. LIFELONG LEARNING: Continually acquires new industry-related information and improves professional skills

**1. Act as a responsible and contributing citizen and employee.**

**10. Plan education and career path aligned to personal goals.**

14. JOB ACQUISITION AND ADVANCEMENT: Prepares to apply for a job and to seek promotion

**10. Plan education and career path aligned to personal goals.**

15. TIME, TASK, AND RESOURCE MANAGEMENT: Organizes and implements a productive plan of work

**1. Act as a responsible and contributing citizen and employee.**

**9. Model integrity, ethical leadership and effective management.**

16. MATHEMATICS: Uses mathematical reasoning to accomplish tasks

**2. Apply appropriate academic and technical skills.**

17. CUSTOMER SERVICE: Identifies and addresses the needs of all customers, providing helpful, courteous, and knowledgeable service

**1. Act as a responsible and contributing citizen and employee.**

**4. Communicate clearly, effectively and with reason.**

18. JOB-SPECIFIC TECHNOLOGIES: Selects and safely uses technological resources to accomplish work responsibilities in a productive manner

**2. Apply appropriate academic and technical skills.**

**11. Use technology to enhance productivity.**

19. INFORMATION TECHNOLOGY: Uses computers, file management techniques, and software/programs effectively

**2. Apply appropriate academic and technical skills.**

**7. Employ valid and reliable research strategies.**

**11. Use technology to enhance productivity.**

20. INTERNET USE AND SECURITY: Uses the Internet appropriately for work

**7. Employ valid and reliable research strategies.**

**11. Use technology to enhance productivity.**

21. TELECOMMUNICATIONS: Selects and uses appropriate devices, services, and applications

**11. Use technology to enhance productivity.**