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.