

# Workforce Essentials

**Workforce Essentials** is designed to provide students with higher-level academic and occupational skills that are transferable across jobs and occupational areas. Emphasis is placed on: career exploration and development, business economics, leadership, teamwork, safety, and workplace technology skills. Students build on prior knowledge, strengths, interests, and needs that enhance preparation for future employment and continuing education and training.

## Career Development and Employment Skills

Students will:

1. Explain how to research and select career opportunities.
2. Compare the relationship between educational achievement and career planning.
3. Demonstrate how to locate, evaluate and interpret career information for a specific career.
  - Identifying education requirements for a specific career
  - Utilizing career resources, ladders and webs
  - Explaining the advantages and disadvantages of self-employment
  - Recognizing employment trends
  - Analyzing the impact of population, climate, and geographic location on occupational opportunities
4. Determine personal responsibility for making education and career choices,

*Examples:* demographics, local resources, professional training, formulating career plans, retraining and upgrading skills, exploring school and community resources, comparing education and job opportunities.

- Examining the effect of work on lifestyles
5. Apply skills needed for seeking, obtaining, maintaining, and changing jobs, including preparing a resume, completing job applications, participating in a job interview, and dressing and grooming for the workplace.
    - Accessing detailed information about job openings and opportunities

*Examples:* skills required for a full- or part-time job, working conditions and benefits, opportunities for change.

## **Foundation Skills**

6. Explain the importance of effective communication skills in the workplace.

*Examples:* listening strategies, oral and written communications, proper business etiquette, informal presentations and discussions, proficiency in speaking Standard English.

7. Demonstrate mathematical computation skills in the workplace.

*Examples:* cost and time; ratios and percentages; tables, charts, and graphs; distance, weight, area, and volume.

## **Ethics and Social Responsibility**

8. Identify ethical and unethical behavior and actions in the workplace.

- Describing legal issues affecting business including sexual harassment; local, state, and federal laws; and workplace regulations, including the Occupational Safety and Health Administration (OSHA), the Americans with Disabilities Act (ADA); and the Environmental Protection Agency (EPA).

## **Leadership and Teamwork**

9. Explain leadership skills and practices.

10. Identifying appropriate leadership styles.

- Discussing effects of communication in various settings.

*Examples:* pairs, small groups, teams and large groups.

11. Applying leadership skills through participation in career and technical student organizations (CTSO) activities.

*Examples:* setting goals; conducting meetings; participating in conferences, workshops, competitions, and civic and community service activities.

12. Identify behaviors that promote effective teamwork.

## **Applied Technology**

13. Determine uses, capabilities, and limitations of technological tools for achieving personal and workplace needs.

- Utilizing common tools, equipment, machines, and materials required for a selected job.
- Assessing results of investigations related to uses and limitations of technological tools.

## **Technical Knowledge and Skills**

14. Interpret a company's vision and mission statements, goals, and objectives with regard to a specific career objective or pathway.
  - Describing products and services offered by a specific company.
  - Identifying rights and responsibilities of employees and employers.
15. Evaluate opportunities to obtain business and industry recognized work-readiness credentials.

## **Economics and Finance**

16. Explain economic principals and concepts fundamental to entrepreneurship.
 

*Examples:* goods and services, supply and demand, private enterprise, cost-profit indicators, trends.
17. Differentiate among types of employment documents and records.
 

*Examples:* tax documentation, contract information, personal income, worker's compensation, social security, pay procedures, deductions, net pay, fringe benefits, electronic fund transfers.

## **Safety and Health**

18. Formulate a workplace safety plan.
 

*Examples:* preventing illness or injuries, communicating safety information, identifying hazards, performing basic first aid, identifying safe work attire.
19. Describe how worker safety regulations protect employees and employers.