

KPBSD Employability Skills Curriculum – 2017

Industry Standards		
<p>CCTC STANDARDS</p> <p>Career Ready Practices</p> <ol style="list-style-type: none"> 1. Act as a responsible and contributing citizen and employee. 2. Apply appropriate academic and technical skills. 3. Attend to personal health and financial well-being. 4. Communicate clearly and effectively and with reason. 5. Consider the environmental, social and economic impacts of decisions. 6. Demonstrate creativity and innovation. 7. Employ valid and reliable research strategies. 8. Utilize critical thinking to make sense of problems and persevere in solving them. 9. Model integrity, ethical leadership and effective management. 10. Plan education and career paths aligned to personal goals. 11. Use technology to enhance productivity. 12. Work productively in teams while using cultural global competence. <p>ALASKA STANDARDS ALIGNMENT Employability Skills</p>	Transfer Goals	
	<p>Students will be able to independently use their learning to...</p> <ul style="list-style-type: none"> • Identify and describe different employability skills, qualities, and attitudes. • Recognize the importance of employability skills, qualities, and values in the workplace. • Practice and develop their employability skills, qualities, and values. 	
	Meaning	
	ENDURING UNDERSTANDINGS	ESSENTIAL QUESTIONS
<p>Students will understand...</p> <ul style="list-style-type: none"> • Employability skills, qualities, and values are important in the workplace. • It is important to be able to describe different employability skills, qualities, and attitudes. • Educational plans are needed to reach personal and career path goals. • Clear and effective communication is essential to a successful and productive workplace. • Integrity, ethical behavior, and social responsibility are essential qualities of a leader. • A balance between personal health with work and financial wellbeing is necessary to be a responsible citizen and employee. • Creativity and innovation help us to solve problems. • Teamwork is important in the workplace. 	<p>Students will keep considering...</p> <ul style="list-style-type: none"> • What are employability skills, qualities, and values? • Why are employability skills important in the workplace? • What are the benefits of practicing employability skills? • What is integrity in the workplace? • What is ethical leadership and how does it promote effective management techniques? • What do responsible and contributing citizens and employees do? • How do educational plans help me achieve personal goals that align to a career path? • What are the qualities of a good communicator? • What impacts does personal health have on your quality of work? • What skills does it take to be creative and innovative? • What is good and difficult about teamwork? • Why do we need to work together as a team in the workplace? 	

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Acquisition	
	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Students will know...</p> <ul style="list-style-type: none"> • Interpersonal skills influence and guide others toward a goal. • Principles of effective communication. • Different perspectives increase motivation and innovation. • Ethical leaders lead integrity and what skills it takes to provide effective management. • To accomplish a task, one must demonstrate physical, mental and emotional preparedness. • Qualities of a successful team. </div> <div style="width: 45%;"> <p>Students will be skilled at...</p> <ul style="list-style-type: none"> • Demonstrating integrity and ethical behavior. • Working appropriately and effectively with each other. • Using different perspectives and increase innovation. • Using all the appropriate principles of effective communication. • Choosing and using appropriate technology to accomplish a task. • Taking responsibility for their own actions. </div> </div>
Evidence	
Evaluative Criteria	Assessment Evidence
<p>Work Place Ethics Personal Characteristics Employer Expectations Customer Service Problem Solving Teamwork Time Management On The Job Etiquette Person-to-Person Etiquette Telephone and Email Etiquette Cell Phone and Internet Etiquette Meeting Etiquette Communicating at Work Speaking and Listening Nonverbal Communication Presenting Yourself</p>	<p>Have a teacher/employer write a letter of reference focusing on the student’s work Habits. Develop a resume for employment. Educational Goal Setting Form/Plan.</p>
Resources	

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www.Careertech.org

www.SkillsUsa.org