| **WBL** | **Topic** | **Benchmark** | **Indicator** |
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|  | **AWARENESS**  ”What Color is Your Parachute”  IDEAS (RAISEC) Assessment  Career Cluster Inventory  **EXPLORATION**  How to Read a Job Ad  Resilient on the Job  The Job Search  Workplace Safety  Job Application  Workplace & Business Ethics  Resume/References  Computer and Social Media  Cover Letter  WBL Paperwork  Elevator Speech  Job Interview  Thank you note  Business Etiquette and Social Skills  Customer Service Skills  **WBL**  On-The-Job Experiences  Career Experience Journal Entries and Summary | Read for self understanding regarding job choices for lifetime career fulfillment  Complete and analyze results to help understand self regarding skills and interests regarding work  Complete and analyze results regarding career cluster(s) that match your skills and interests  Learn to understand what requirements are expected and how the applicant matches those specifications  Student will anticipate, plan for, and overcome workforce challenges  Learn how to effectively search for a job that student will enjoy and fit needs  Become aware of obvious and not so obvious safety practices in the workplace  Read, understand, and thoroughly complete an application while highlighting skills and abilities  Learn and understand acceptable workplace behaviors  Compose a resume template for both present and future use  Adopt and practice workplace acceptable social media practices  Compose a cover letter template for both present and future use  Complete thoroughly forms related to WBL  Create an elevator speech to assist with job interviews  Understand the interview process and the expectations associated with it. Anticipate and plan for possible questions  Compose a thank you note template to use in the present and future  Learn and understand acceptable workplace behaviors, with and without technology use  Model attitudes and behaviors of being of service to others to accomplish tasks and goals  Develop and demonstrate academic, technical, and career readiness skills  Compose journal entries for reflection, summarizing the career readiness experiences | #1, #10  #1, #10  #1, #10  #1, #2, #10  #3, #8, #10  #1, #2, #10  #2, #10  #3, #4, #5, #10  #1, #2, #6, #9  #1, #2, #9, #10  #9  #1, #2, #9, #10  #2, #9  #1, #2, #9, #10  #1, #2, #10  #2, #10  #2, #9  #2, #3, #4, #5, #6, #7, #8  #1-#10  #1, #2, #10 |
| **Foundation Classes** | **Topic** | **Benchmark** |  |
| Am. Gov  21st Century  American History  Economics  World History  Health  Weights  NSAA Activities  Art  Graphic Design  English 9,10,11,12  Speech  Journalism  Centura Vision  Yearbook  Drama  Computer Science  Animal Science  Comp Animals  Ag Business  Horticulture  Landscaping  Small Engines  Ag Science  FFA  Robotics  Band  Vocal Music  Guitars  Science 9  Biology  Earth Explorations  A&P  Physics  Info Tech 1, 2  Intro to Business  Entrepreneurship  Accounting  FBLA  Live Skills    Algebra 1, 2  Geometry  Advanced Math  Calculus  Spanish 1,2,3,4  Adult Living  Food Science  CAD  Manuf Metals  Woods  Welding 1, 2  Industrial Tech  Build & Const | **1. Applies appropriate academic and technical skills**  Academic Attainment  Technical Skill Attainment  Strategic Thinking  **2. Communicates effectively and appropriately**  Writing  Speaking  Presentations  Professional Etiquette  Customer Service  **3. Contributes to employer and community success**  Personal Responsibility  Meets Workplace Expectations  Civic Responsibility and Service  **4. Makes sense of problems and perseveres in solving them**  Perceptiveness  Problem Solving  Perseverance/Work Ethic  **5. Use critical thinking**  Critical Thinking  Decision Making  Adaptability  **6. Demonstrates innovation and creativity**  Creativity  Innovation  **7. Models ethical leadership and effective management**  Leadership  Ethics  Management  **8. Works productively in teams and demonstrates cultural competency**  Teamwork  Conflict Resolution  Social & Cultural Competence  **9. Utilizes technology**  Data Gathering, Access & Management  Tools & Applications  Technology Ethics  **10. Attends to personal and financial well-being**  Personal Well-Being  Financial Well-Being | Analyze how academic achievements and attitudes toward learning are affecting career opportunities. Obtain a high school diploma.  Demonstrate technical skills through a CTE program of study, CTSO competitions and work-based learning to achieve career readiness.  Analyze potential solutions with a set of criteria including the goal, previous knowledge and experience, diverse perspectives and technical data.  Write a well organized document to clarify complex ideas, raise relevant questions, or solve problems using varied media formats.  Apply effective speaking and conversation skills to foster posi- tive relationships and communicate key concepts to a variety of audiences.  Deliver presentations using technology with public speaking and professional etiquette to be effective with a variety of audiences.  Anticipate and adapt to social protocols for a variety of situations in school, workplaces and in the community.  Model attitudes and behaviors of being of service to others to accomplish tasks and goals.  Demonstrate integrity and dependable leadership qualities for individual or group tasks at school and workplace experiences.  Research and demonstrate employment and workplace expectations aligned to career goal.  Illustrate the relationship between employee success, business/ industry success and community success.  Anticipate potential problems and develop specific strategies to improve results of products or processes.  Improve solutions with feedback from diverse perspectives to determine best alternatives.  Minimize obstacles and stay focused on project completion.  Approach complex problems with new perspectives; generate solutions critiqued with reason, logic and inferences about alter- natives.  Refine decision making ability by always gathering information, generate alternatives and anticipate consequences of each alter- native before deciding.  Apply coping strategies to mitigate stressful change while continu- ing to meet expectations at home, school and workplace.  Enhance creative thinking by integrating personal thinking with ideas from others to introduce new unique ideas and solutions.  Initiate a new project with the use of data from similar projects to calculate risks and improve results.  Apply integrity, respect and empathy skills to develop positive attitudes and motivate successful work performance of self and others in groups.  Analyze how responsible and ethical decision making affects interpersonal and group relationships.  Clarify goals, develop a timeline and determine most effective strategies in order to complete goals on time.  Motivate self and other team members to lead different roles to achieve group goals.  Demonstrate negotiation skills to enable individuals or groups to compromise.  Build consensus with a team of diverse individuals to accomplish results.  Use and modify spreadsheets to analyze data and propose solutions.  Improve a product or process by applying technology tools and demonstrating the skills to use them appropriately.  Manage personal data to maintain digital privacy and security with an awareness of how data collection technology is used to track online navigation.  Identify resources and strategies to prepare for changing needs of social, emotional and physical health into adulthood.  Organize personal finances and use a budget to estimate income and expenses for the first year after high school. |  |