| **WBL**  | **Topic** | **Benchmark** | **Indicator** |
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|  | **AWARENESS**”What Color is Your Parachute”IDEAS (RAISEC) AssessmentCareer Cluster Inventory**EXPLORATION**How to Read a Job Ad Resilient on the JobThe Job SearchWorkplace Safety Job ApplicationWorkplace & Business Ethics Resume/ReferencesComputer and Social Media Cover LetterWBL PaperworkElevator SpeechJob Interview Thank you noteBusiness Etiquette and Social Skills Customer Service Skills **WBL** On-The-Job ExperiencesCareer Experience Journal Entries and Summary | Read for self understanding regarding job choices for lifetime career fulfillmentComplete and analyze results to help understand self regarding skills and interests regarding workComplete and analyze results regarding career cluster(s) that match your skills and interestsLearn to understand what requirements are expected and how the applicant matches those specificationsStudent will anticipate, plan for, and overcome workforce challengesLearn how to effectively search for a job that student will enjoy and fit needsBecome aware of obvious and not so obvious safety practices in the workplaceRead, understand, and thoroughly complete an application while highlighting skills and abilitiesLearn and understand acceptable workplace behaviorsCompose a resume template for both present and future useAdopt and practice workplace acceptable social media practices Compose a cover letter template for both present and future useComplete thoroughly forms related to WBLCreate an elevator speech to assist with job interviewsUnderstand the interview process and the expectations associated with it. Anticipate and plan for possible questionsCompose a thank you note template to use in the present and futureLearn and understand acceptable workplace behaviors, with and without technology useModel attitudes and behaviors of being of service to others to accomplish tasks and goalsDevelop and demonstrate academic, technical, and career readiness skillsCompose 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 AttainmentTechnical Skill AttainmentStrategic Thinking**2. Communicates effectively and appropriately**WritingSpeakingPresentationsProfessional EtiquetteCustomer Service**3. Contributes to employer and community success**Personal ResponsibilityMeets Workplace ExpectationsCivic Responsibility and Service**4. Makes sense of problems and perseveres in solving them**PerceptivenessProblem SolvingPerseverance/Work Ethic**5. Use critical thinking**Critical ThinkingDecision MakingAdaptability**6. Demonstrates innovation and creativity**CreativityInnovation**7. Models ethical leadership and effective management**LeadershipEthicsManagement**8. Works productively in teams and demonstrates cultural competency**TeamworkConflict ResolutionSocial & Cultural Competence**9. Utilizes technology**Data Gathering, Access & ManagementTools & ApplicationsTechnology Ethics**10. Attends to personal and financial well-being**Personal Well-BeingFinancial 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. |  |