Workplace Readiness Skills

Employability Skills for Career Readiness

Applied educational systems

Personal Qualities and People Skills	AES Module
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*	
2. Integrity *Abides by workplace policies and laws and demonstrates honesty and reliability*	Professionalism (Workplace Integrity Unit)
3. Teamwork *Contributes to the success of the team, assists others, and requests help when needed*	Professionalism (Teamwork Unit)
4. Self-Representation *Dresses appropriately and uses language and manners suitable for the workplace*	Professionalism (Personal Qualities Unit)
5. Diversity Awareness *Works well with all customers and coworkers*	International Business (A Diverse Workforce Unit)
6. Conflict Resolution *Negotiates diplomatic solutions to interpersonal and workplace issues*	Management (Resolving Mgmt. Issues Unit)
7. Creativity & Resourcefulness *Contributes new ideas and works with initiative*	Multiple Modules & Reinforce Activities

Professional Knowledge & Skills	AES Module
8. Speaking and Listening *Follows directions and communicates effectively with customers and fellow employees*	Business Communication
9. Reading & Writing *Reads and interprets workplace documents and writes clearly*	Written Communication
10. Critical Thinking & Problem Solving *Contributes to the success of the team, assists others, and requests help when needed*	Multiple Modules & Reinforce Activities
11. Health and Safety *Follows safety guidelines and manages personal health*	Nutrition & Wellness (Wellness Unit)
12. Organizations, Systems, and Climates *Identifies "big picture" issues and his or her role in fulfilling the mission of the workplace*	Management
13. Lifelong Learning *Continually acquires new industry-relatedinformation and improves professional skills*	
14. Job Acquisition and Placement *Prepares to apply for a job and to seek promotion*	Job Seeking Skills
15. Time, Task, and Resource Management *Organizes and implements a productive plan of work*	Professionalism (Personal Mgmt. Skills Unit)
16. Mathematics *Uses mathematical reasoning to accomplish tasks*	
17. Customer Service *Identifies and addresses the needs of all customers, providing helpful, courteous, and knowledgeable service*	Customer Service

Technology Knowledge & Skills	AES Module
18. Job-Specific Technologies	MS Office Modules (16 Modules)
Selects and safely uses technological resources to accomplish work responsibilities in a productive manner	Google Applications (9 Modules) Keyboarding
19. Information Technology	Computing Systems
Uses computers, file management techniques, and software/programs effectively	
20. Internet Use and Security	Digital Citizenship
Uses the Internet appropriately for work	
21. Telecommunications	Web Research
Selects and uses appropriate devices, services, and applications	Computing Systems

Additional AES Modules to Consider

·Career Development
·How to Ace This Class
·Personal Financial Literacy
·Entrepreneurship