

2010/2011 Workplace Readiness Skills DoDEA Student Competencies

About the Program

Workplace Readiness Skills prepares students for their future careers. The course sequence focuses on duties and tasks performed by professionals as well as pre-employment and employment skills.

Major Concepts/Content: These activities address all 13 of DoDEA's Workplace Readiness Skills. The common theme in each activity is a good work ethic.

Major Instructional Activities: Instruction will be provided in work ethics, effective work competencies, and employability skills for work force development. Individual and group activities will be used to evaluate these competencies.

Major Evaluative Techniques: Assessment will be accomplished by checking student work in progress to ensure that each student adheres to the timelines throughout the course and that the assignments are successfully completed.

The table below is a competency list for the Workplace Readiness. The competencies are considered essential and are required of all students.

WRK01	Enhancing Workplace Readiness Skills TASKS/COMPETENCIES
Enhancing Workplace Readiness Skills	
• 001	Demonstrate reading skills on a level required for employment in a chosen career field.
• 002	Demonstrate math skills on a level required for employment in a chosen career field.
• 003	Demonstrate writing skills on a level required for employment in a chosen career field.
• 004	Demonstrate speaking and listening skills on a level required for employment in a chosen career field.
• 005	Demonstrate computer literacy on a level required for employment in a chosen career field.
• 006	Demonstrate reasoning, problem-solving, and decision-making skills.
• 007	Demonstrate understanding of the "big picture."
• 008	Demonstrate a strong work ethic.
• 009	Demonstrate a positive attitude.
• 010	Demonstrate independence and initiative.
• 011	Demonstrate self-presentation skills.
• 012	Maintain satisfactory attendance.
• 013	Participate as a team member to accomplish goals.