

# The Career Ready Practices component of the Common Career Technical Core (CCTC)

<http://www.careertech.org/career-ready-practices>

Correlated to

The Workplace Readiness Skills

<http://www.cteresource.org/attachments/atb/WRSRepositoryFiles/WRSList.pdf>

## **1. Act as a responsible and contributing citizen and employee.**

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
3. TEAMWORK: Contributes to the success of the team, assists others, and requests help when needed
4. SELF-REPRESENTATION: Dresses appropriately and uses language and manners suitable for the workplace
7. CREATIVITY AND RESOURCEFULNESS: Contributes new ideas and works with initiative
10. CRITICAL THINKING AND PROBLEM SOLVING: Analyzes and resolves problems that arise in completing assigned tasks
11. HEALTH AND SAFETY: Follows safety guidelines and manages personal health
12. ORGANIZATIONS, SYSTEMS, AND CLIMATES: Identifies “big picture” issues and his or her role in fulfilling the mission of the workplace
13. LIFELONG LEARNING: Continually acquires new industry-related information and improves professional skills
15. TIME, TASK, AND RESOURCE MANAGEMENT: Organizes and implements a productive plan of work
17. CUSTOMER SERVICE: Identifies and addresses the needs of all customers, providing helpful, courteous, and knowledgeable service

## **2. Apply appropriate academic and technical skills.**

7. CREATIVITY AND RESOURCEFULNESS: Contributes new ideas and works with initiative
8. SPEAKING AND LISTENING: Follows directions and communicates effectively with customers and fellow employees
9. READING AND WRITING: Reads and interprets workplace documents and writes clearly
10. CRITICAL THINKING AND PROBLEM SOLVING: Analyzes and resolves problems that arise in completing assigned tasks
16. MATHEMATICS: Uses mathematical reasoning to accomplish tasks
18. JOB-SPECIFIC TECHNOLOGIES: Selects and safely uses technological resources to accomplish work responsibilities in a productive manner
19. INFORMATION TECHNOLOGY: Uses computers, file management techniques, and software/programs effectively

## **3. Attend to personal health and financial well-being.**

4. SELF-REPRESENTATION: Dresses appropriately and uses language and manners suitable for the workplace
11. HEALTH AND SAFETY: Follows safety guidelines and manages personal health

## **4. Communicate clearly, effectively and with reason.**

3. TEAMWORK: Contributes to the success of the team, assists others, and requests help when needed
4. SELF-REPRESENTATION: Dresses appropriately and uses language and manners suitable for the workplace
5. DIVERSITY AWARENESS: Works well with all customers and coworkers

- 6. CONFLICT RESOLUTION: Negotiates diplomatic solutions to interpersonal and workplace issues
- 8. SPEAKING AND LISTENING: Follows directions and communicates effectively with customers and fellow employees
- 9. READING AND WRITING: Reads and interprets workplace documents and writes clearly
- 17. CUSTOMER SERVICE: Identifies and addresses the needs of all customers, providing helpful, courteous, and knowledgeable service

## **5. Consider the environmental, social and economic impacts of decisions.**

- 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
- 5. DIVERSITY AWARENESS: Works well with all customers and coworkers
- 6. CONFLICT RESOLUTION: Negotiates diplomatic solutions to interpersonal and workplace issues
- 10. CRITICAL THINKING AND PROBLEM SOLVING: Analyzes and resolves problems that arise in completing assigned tasks
- 11. HEALTH AND SAFETY: Follows safety guidelines and manages personal health
- 12. ORGANIZATIONS, SYSTEMS, AND CLIMATES: Identifies “big picture” issues and his or her role in fulfilling the mission of the workplace

## **6. Demonstrate creativity and innovation.**

- 7. CREATIVITY AND RESOURCEFULNESS: Contributes new ideas and works with initiative
- 10. CRITICAL THINKING AND PROBLEM SOLVING: Analyzes and resolves problems that arise in completing assigned tasks
- 12. ORGANIZATIONS, SYSTEMS, AND CLIMATES: Identifies “big picture” issues and his or her role in fulfilling the mission of the workplace

## **7. Employ valid and reliable research strategies.**

- 7. CREATIVITY AND RESOURCEFULNESS: Contributes new ideas and works with initiative
- 9. READING AND WRITING: Reads and interprets workplace documents and writes clearly
- 19. INFORMATION TECHNOLOGY: Uses computers, file management techniques, and software/programs effectively
- 20. INTERNET USE AND SECURITY: Uses the Internet appropriately for work

## **8. Utilize critical thinking to make sense of problems and persevere in solving them.**

- 3. TEAMWORK: Contributes to the success of the team, assists others, and requests help when needed
- 6. CONFLICT RESOLUTION: Negotiates diplomatic solutions to interpersonal and workplace issues
- 10. CRITICAL THINKING AND PROBLEM SOLVING: Analyzes and resolves problems that arise in completing assigned tasks

## **9. Model integrity, ethical leadership and effective management.**

- 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
- 5. DIVERSITY AWARENESS: Works well with all customers and coworkers
- 6. CONFLICT RESOLUTION: Negotiates diplomatic solutions to interpersonal and workplace issues
- 12. ORGANIZATIONS, SYSTEMS, AND CLIMATES: Identifies “big picture” issues and his or her role in fulfilling the mission of the workplace
- 15. TIME, TASK, AND RESOURCE MANAGEMENT: Organizes and implements a productive plan of work

## **10. Plan education and career path aligned to personal goals.**

- 13. LIFELONG LEARNING: Continually acquires new industry-related information and improves professional skills
- 14. JOB ACQUISITION AND ADVANCEMENT: Prepares to apply for a job and to seek promotion

## **11. Use technology to enhance productivity.**

- 18. JOB-SPECIFIC TECHNOLOGIES: Selects and safely uses technological resources to accomplish work responsibilities in a productive manner
- 19. INFORMATION TECHNOLOGY: Uses computers, file management techniques, and software/programs effectively
- 20. INTERNET USE AND SECURITY: Uses the Internet appropriately for work
- 21. TELECOMMUNICATIONS: Selects and uses appropriate devices, services, and applications

## **12. Work productively in teams while using cultural/global competence.**

- 3. TEAMWORK: Contributes to the success of the team, assists others, and requests help when needed
- 5. DIVERSITY AWARENESS: Works well with all customers and coworkers
- 6. CONFLICT RESOLUTION: Negotiates diplomatic solutions to interpersonal and workplace issues
- 12. ORGANIZATIONS, SYSTEMS, AND CLIMATES: Identifies “big picture” issues and his or her role in fulfilling the mission of the workplace