

## P-TECH Professional Skills

NYS P-TECH has identified a set of Professional Skills as those to be demonstrated through the P-TECH experience by every graduate of the program. Mastering these professional skills, combined with meeting the necessary academic and occupational skill requirements for a particular job or position, indicates that the student is ready for a successful transition to work.

The P-TECH Professional Skills are taken into consideration in the design of all Workplace Learning activities, the delivery of instruction in the classroom and other school- or community-based activities. In particular, they serve as the foundation for an assessment of student performance in an authentic Career Preparation Workplace Learning activity, such as a Work Experience or an Internship.

### The P-TECH Professional Skills

#### **Personal Traits**

- Integrity/Ethics
- Dependability
- Persistence/Maturity
- Responsiveness

#### **Group Experience**

- Negotiation
- Teamwork
- Diversity
- Communication

#### **Problem Solving**

- Applied Knowledge
- Flexibility
- Planning
- Continuous Improvement

## P-TECH Professional Skills

The following section lists each of the P-TECH Professional Skills with performance expectations to be developed and demonstrated through performance in school or community settings, as well as through all Workplace Learning experiences.

### Personal Traits

#### Integrity/Ethics

Demonstrates honesty. Is trustworthy and ethical. Makes responsible decisions and avoids risky behaviors.

#### Dependability

Is punctual and reliable, avoids absenteeism, meets deadlines. Is self-directed, productive and takes ownership of the quality and accuracy of work.

#### Persistence/Maturity

Demonstrates willingness and ability to work. Completes tasks as assigned. Knows how to learn.

#### Responsiveness

Responds well to supervision and direction. Accepts and applies constructive criticism. Recognizes and reflects workplace norms and culture. Dresses appropriately and avoids the personal use of technology during work hours.

### Group Experience

#### Negotiation

Resolves conflicts. Proposes solutions.

#### Teamwork

Interacts effectively with others. Actively listens and takes initiative. Demonstrates leadership when appropriate. Is respectful of the opinions and contributions of others.

#### Diversity

Is comfortable with people of diverse backgrounds. Avoids the use of language or comments that stereotype others.

#### Communication

Communicates effectively in English, both verbally and in writing. Is an active listener and able to share ideas.

### Problem Solving

#### Applied Knowledge

Selects and applies appropriate technologies to complete tasks. Reads with understanding and uses math to analyze and solve problems. Accesses information. Applies occupational and technical knowledge to tasks.

#### Flexibility

Adapts to a range of circumstances and is comfortable with change.

#### Preparation and Planning

Prepares and plans effectively. Is detail oriented. Manages time and resources to complete tasks.

#### Continuous Improvement

Thinks critically. Understands strengths and weaknesses and knows when to ask questions. Reflects on tasks, analyzes processes and suggests improvements. Provides and receives productive feedback.