

The Nine School-to-Career Competencies

The School to Career Initiative helps students build broad competencies that are important in college and careers. Through School to Career jobs and internships, community service learning projects and classroom projects, students build broad skills and competencies that are important in school, college and careers.

INDIVIDUAL SKILLS:

1. COMMUNICATION AND LITERACY
 - a. Speaking
 - b. Listening
 - c. Reading
 - d. Writing
2. ORGANIZING AND ANALYZING INFORMATION
 - a. Collecting and Organizing Information
 - b. Research and Analysis
 - c. Quantitative Analysis and Mathematics
3. PROBLEM SOLVING
 - a. Identifying Problems
 - b. Solving Problems
4. USING TECHNOLOGY
 - a. Using Work Tools and Office Equipment
 - b. Computer Operation
5. COMPLETING ENTIRE ACTIVITIES
 - a. Initiating and Completing Projects
 - b. Time Management

TEAM SKILLS

6. ACTING PROFESSIONALLY
 - a. Attendance and Appearance
 - b. Accepting Directions and Criticism
 - c. Flexibility and Maintaining Self-control
 - d. Respecting Confidentiality
7. INTERACTING WITH OTHERS
 - a. Interacting with Customers/Clients
 - b. Interacting with Co-Workers
 - c. Managing Stress and Conflict
 - d. Respecting Diversity
8. UNDERSTANDING ALL ASPECTS OF THE INDUSTRY
 - a. Understanding the Structure and Dynamics of the Entire Operation
 - b. Recognizing Health and Safety Issues
 - c. Understanding Personnel Policy and the Labor/Management Relationship

PERSONAL AND PROFESSIONAL DEVELOPMENT

9. TAKING RESPONSIBILITY FOR CAREER AND LIFE CHOICES
 - a. Teaching and Learning on an Ongoing Basis
 - b. Balancing Personal, Professional and Academic Responsibilities
 - c. Setting Career Goals

