Workplace Readiness Skills

EDUCATION FOR THE FUTURE
CTE
www.washoeschools.net/SACTE
CAREER & TECHNICAL EDUCATION

Personal Qualities & People Skills

Creativity & Resourcefulness: Contribute new ideas and work with initiative.

Conflict Resolution: Negotiate diplomatic solutions to interpersonal and workplace issues.

Diversity Awareness: Work well with all customers and coworkers.

Self-Representation: Dress, speak, and behave appropriately for the work environment.

Teamwork: Contribute to team success, assist others, and ask for help or clarification when needed.

Integrity: Follow workplace policies, laws, and demonstrate honesty and reliability.

Positive Work Ethic: Come to work every day on time, and demonstrate motivation and willingness to take direction.

Professional Knowledge & Skills

Speaking & Listening: Communicate effectively with customers and employees and follow directions.

Reading & Writing: Read and interpret workplace documents and write clearly.

Critical Thinking & Problem-Solving: Analyze and resolve problems that arise in completing assigned tasks.

Health & Safety: Follow safety guidelines and manage personal health.

Big Picture Thinking: Identify major issues and fulfill the overall mission of the workplace.

Life-Long Learning: Continually acquire new industry-related information and improve professional skills.

Job Acquisition & Advancement: Prepare to apply for a job and seek promotion.

Time, Task, & Resource Management: Organize and implement a productive plan of work.

Mathematics: Use mathematical reasoning to accomplish tasks.

Customer Service: Identify and address the needs of all customers and provide helpful, courteous, and knowledgable service.

Technology Knowledge & Skills

Job-Specific Technologies: Select and safely use technological resources to accomplish tasks in a productive manner.

Information Technology: Use computers, file management techniques, and software / programs effectively.

Internet & Cybersecurity: Use the internet appropriately for work and demonstrate online safety.

Telecommunications: Select and use appropriate devices, services, and applications.

Washoe County School District

SIMULATED WORKPLACE