

Arizona Workplace Skills Standards

Correlated to

Career Strategies, Life Strategies and Career Portfolio

Standard One: Students use principles of effective oral, written and listening communication skills to make decisions and solve problems.	Career Strategies	Life Strategies	Career Portfolio
1WP-P1 Exhibit interviewing skills (e.g., responding effectively to questions; using language that conveys maturity, sensitivity and respect; dressing appropriately; and using appropriate body language).	Chapter Two, Lesson 1 (pp. 31-38)		Section Four "Job Interview"
1WP-P2 Respond to verbal and non-verbal messages in ways that demonstrate understanding.	Chapter Two, Lesson 1 (pp. 31-38); Chapter Three, Lessons 1, 3, & 4 (pp. 67, 84-85, 90-91); Chapter Four, Lessons 1-4 (pp. 93-120)	Chapter Four, Lessons 1-3 (pp. 79-103)	Section Four "Job Interview"
1WP-P3 Communicate a clear message and respond to listener feedback as needed.	Chapter Two, Lesson 1 (pp. 31-38); Chapter Three, Lessons 1, 3, & 4 (pp. 67, 84-85, 90-91); Chapter Four, Lessons 1-4 (pp. 93-120)	Chapter Four, Lessons 1-3 (pp. 79-103)	Section Four "Job Interview"
(1WP-P4) PO1 Apply group interaction skills (verbal and nonverbal).	Chapter Three, Lesson 2 (pp. 72-79)		
1WP-P6 Create documents (e.g., letters, memos, manuals, graphs, flowcharts, directions, reports, proposals) that are clear, appropriate to the audience, subject matter and purpose; and exhibit the writer's use of correct grammar, spelling, and punctuation.	Chapter One, Lesson 3 (p. 27); Chapter Two, Lessons 1-2 (pp. 37, 44-45)	Chapter Two, Lesson 1 (pp. 28-31)	Section Two "Resume" Section Six "Reference Letters"
1WP-P10 Research and synthesize information and develop a written document to convey that information which is appropriate to the audience.	Chapter One, Lesson 3 (p. 27); Chapter Two, Lesson 2 (pp. 44-45)	Chapter Two, Lesson 1 (pp. 28-31)	Section Two "Resume"
Standard Two: Students apply computation skills and data analysis techniques to make decisions and solve workplace problems.	Career Strategies	Life Strategies	Career Portfolio
2WP-P2 Select and use appropriate computation techniques (i.e., mental, paper and pencil, technology) to solve problems and determine reasonableness of results.		Chapter Two, Lessons 2-3 (pp. 39-41, 46-49); Chapter Five, Lesson 4 (pp. 134-135)	

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59 South 100 East, Saint George, UT 84770

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Standard Three: Students apply critical and creative thinking skills to make decisions and solve problems.	Career Strategies	Life Strategies	Career Portfolio
3WP-P1 Develop a plan to solve complex problems by gathering, selecting, and analyzing data.	Chapter One, Lessons 1-3 (pp. 7-30); Chapter Five, Lesson 2 (pp. 130-135)	Chapter One, Lesson 1 (pp. 7-15); Chapter Five, Lesson 3 (pp. 122-129)	Section One "Your Plan"
3WP-P2 Identify and allocate available resources (e.g., time, money, materials, facilities, and human).	Chapter Three, Lesson 2 (pp. 72-79); Chapter Five, Lesson 3 (pp. 136-143)	Chapter One, Lesson 1 (pp. 7-15); Chapter Two, Lesson 2 (pp. 39-41); Lesson 3 (pp. 46-49); Chapter Five, Lesson 4 (pp. 134-135)	Section Seven "Job Search" Section Eight "Network"
Standard Four: Students work individually and collaboratively within team settings to accomplish objectives.	Career Strategies	Life Strategies	Career Portfolio
4WP-P1 Demonstrate the ability to work with others from diverse backgrounds, including identifying individual interests, aptitudes, and skills; teach others new skills.	Chapter Three, Lessons 1-4 (pp. 63-92); Chapter Six, Lessons 1-2 (pp. 151-165)	Chapter Four, Lessons 1-3 (pp. 79-104)	
4WP-P2 Understand group dynamics	Chapter Three, Lesson 2 (pp. 72-79)		
(4WP-P3) PO1 Demonstrate the ability to reach consensus (by resolving divergent interests).	Chapter Three, Lessons 3-4 (pp. 80-92)	Chapter Four, Lesson 3 (pp. 96-102)	
4WP-P4 Monitor individual performance and team effectiveness.	Chapter Two, Lesson 4 (pp. 54-57); Chapter Three, Lesson 2 (pp. 72-77)	Chapter Three, Lessons 1-4 (pp. 51-78)	Section Nine "Activities and Records" Section Ten "Projects and Awards"
4WP-P5 Provide constructive feedback.	Chapter Three, Lesson 2 (p. 78); Chapter Three, Lesson 4 (p. 91)	Chapter Four, Lesson 2 (pp. 88-95)	
4WP-P6 Assume leadership roles in team settings by communicating thoughts and ideas to justify a position, motivating the rest of the group, and effectively delegating tasks and responsibilities.	Chapter Three, Lesson 2 (pp. 72 – 79)		
4WP-P8 Negotiate solutions to identified conflicts by separating people from the problems; focusing on interests, not positions; inventing options for mutual gain; and insisting on the use of objective criteria.	Chapter Three, Lesson 3 (pp. 80-85)	Chapter Four, Lesson 3 (pp. 96-104)	
4WP-P9 Work with diverse clients, customers, and community to satisfy their expectations	Chapter Four, Lessons 1-3 (pp. 93-122)		

Standard Five: Students will demonstrate a set of marketable skills that enhance career options.	Career Strategies	Life Strategies	Career Portfolio
5WP-P1 Write, evaluate, and revise a career plan consistent with occupational interests, aptitudes and abilities.	Chapter One, Lessons 1-3 (pp. 7-30)	Chapter Six, Lesson 1 (pp. 140-147)	Section One "Your Plan"
5WP-P2 Demonstrate job acquisition skills by completing a resume and job applications and by demonstrating interviewing techniques.	Chapter One, Lesson 3 (p. 27); Chapter Two, Lessons 1-2 (pp. 31-45)	Chapter Two, Lesson 1 (pp. 23-33)	Section Three "Job Application" Section Four "Job Interview"
5WP-P3 Exhibit work ethics and behaviors essential for success in all areas of life.	Chapter Two, Lesson 1-4 (pp. 31-62); Chapter Three, Lessons 1-4 (pp. 63-92); Chapter Six, Lessons 1-2 (pp. 151-165)	Chapter One, Lessons 1-2 (pp. 7-22); Chapter Two, Lesson 1 (pp. 23-33)	Section Four "Job Interview"
Standard Six: Students illustrate how social, organizational, and technological systems function.	Career Strategies	Life Strategies	Career Portfolio
6WP-P2 Evaluate the quality and performance of workplace systems, distinguish trends, and recommend improvements and modifications to an existing system to improve products or services.	Chapter One, Lesson 3 (pp. 22-23); Chapter Two, Lesson 4 (pp. 54-62); Chapter Five, Lessons 1-4 (pp. 123-150)		
Standard Seven: Students demonstrate technological literacy for productivity in the workplace.	Career Strategies	Life Strategies	Career Portfolio
7WP-P1 Select and use appropriate technology to organize, send, and receive information.	Chapter One, Lessons 1-2, (pp. 10, * 18, * 20, * 21, * 27*)		
Standard Eight: Students apply principles of resource management and develop skills that promote personal and professional well being.	Career Strategies	Life Strategies	Career Portfolio
(8WP-P1) PO1 Develop a written personal/professional plan.	Chapter One, Lessons 1-3 (pp. 7-30); Chapter Five, Lesson 4 (pp. 144-147)	Chapter Six, Lesson One (pp. 140-147)	Section One "Your Plan" Section Seven "Job Search"
8WP-P2 Prepare a short and long term personal budget; make expenditure, revenue and savings forecasts; and maintain proper records.		Chapter Two, Lessons 2-3 (pp. 34-50)	Section Nine "Activities and Records"
8WP-P4 Identify strategies for balancing self, family, work, leisure, and citizenship; ways to reduce stress.	Chapter One, Lesson 2 (pp.16-19)		

* Internet Enhancement Opportunities (see www.academicinnovations.com for links)

#1 – page 10: Project Cool Link: Use this education link to research higher education opportunities.

#2 – page 18: Finding a career category.

#3 – page 20: Online version of the *Occupational Outlook Handbook*.

#4 – page 21: Informational Interviews on the Internet: Using e-mail to connect with people all over the country.

#5 – page 27: Building a Resume: An online resume worksheet.

#6 – page 27: Test your Resume IQ: A quiz to judge the effectiveness of a resume.

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59 South 100 East, St. George, UT 84770
(805) 967-8015 Fax: (805) 967-4357 www.academicinnovations.com