

Colorado Workplace Skills Standards

Correlated to Career Strategies, Life Strategies and Career Portfolio

Communications Skills – Demonstrates the ability to receive and relay information clearly and effectively	Career Strategies	Life Strategies	Career Portfolio
Listening – receives, attends to, understands, and responds to verbal and nonverbal messages	pp. 34, 87, 90, 110-114, 118, 121, 124, 140, 167	Chapter Four, Lesson 2 (pp. 88-95)	Section Four “Job Interviews”
Speaking – clearly organizes and effectively presents ideas orally	Drama Format	Drama Format	Section Four “Job Interviews”
Reading – locates, understands, and interprets written information in prose and documents to perform tasks	Text Material and Case Studies	Text Material and Case Studies	Portfolio Worksheets
Writing – organizes and effectively presents ideas and information in writing	Case Studies and Project-based Learning	Case Studies and Project-based Learning	Portfolio Worksheets
Interpreting – delineates and analyzes oral and written information and synthesizes information into a conclusion	Strategy Spreads	Strategy Spreads	Section Seven “Job Search”
Negotiating – works toward agreement while maintaining position	pp. 79, 84	p. 10	Section Four “Job Interviews”
Persuading – communicates ideas to justify position, overcome resistance, and convince others	Case Studies	Case Studies	Section Four “Job Interviews”
Organizational Skills – Demonstrates the ability to work effectively and efficiently	Career Strategies	Life Strategies	Career Portfolio
Planning – devising and outlining a process to achieve a goal and time line	Chapter Five, Lesson 4 (pp. 144-150)	Chapter One (pp. 7-22)	Section One “Your Plan”
Time Management – applies appropriate time to task and manages multiple priorities	Chapter Five, Lesson 3 (pp. 136-143)	Chapter Six (pp.139-148)	Section One “Your Plan”
Using Resources – identifies, organizes, plans, and allocates resource systems	Chapter Five, Lesson 2 (pp. 130-135)	Chapter Five, Lesson 3 (pp. 122-129)	Portfolio Worksheets
Thinking – understands the nature of systems, develops, and adapts systems to meet organizational needs	Chapter Five, Lesson 2 (pp. 130-135)	Chapter One, Lesson 2 (pp. 16-22)	Section Eight “Network”
Evaluating – collects, evaluates, and uses data to monitor and improve performance	Chapter Five, Lesson 2 (pp. 130-135)	Chapter One, Lesson 2 (pp. 16-22)	Section Six “Job Search”
Thinking Skills – Demonstrates the ability to use reasoning	Career Strategies	Life Strategies	Career Portfolio
Problem Solving – identifies and recognizes a problem, considers alternatives, devises, and implements a logical plan of action	Chapter Five, Lesson 2 (pp. 130-135)	Chapter Five, Lesson 3 (pp. 122-129)	Section One “Your Plan”
Decision Making – uses a process to identify goals and constraints, evaluate alternatives, and reach a conclusion	Chapter Five, Lesson 4 (pp.144-150)	Chapter One, Lesson 1 (pp. 7-15)	Section One “Your Plan”
Creative Thinking – generates new and innovative ideas	Chapter Five, Lesson 1 (pp. 123-129)	Chapter Six, Lesson 1 (pp. 139-148)	Section Eight “Network”
Learning – uses efficient techniques to acquire and apply new knowledge and skills	Text Material and Case Studies	Text Material and Case Studies	Portfolio Worksheets

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Analyzing – identifies bias of information sources, evaluates contradictory information, and effectively manages information	pp. 10, 167	Chapter One, Lesson 1 (pp. 7-15)	Section Seven “Job Search”
Worker Qualities – Demonstrates the characteristics of an effective worker	Career Strategies	Life Strategies	Career Portfolio
Self-management – demonstrates punctuality, readiness to work, initiative, and the capacity for life-long learning and personal growth	Chapter One, Lesson 1 (pp. 7-15)	Chapter Two, Lesson 1 (pp. 24-33)	Section Four “Job Interviews”
Team Member – contributes to group effort through cooperation and consensus	Chapter Three, Lesson 2 (pp. 72-79)	Chapter Four, Lesson 3 (pp. 96-104)	Section Eight “Network”
Responsibility – follows through consistently with honesty and integrity	pp. 13, 26, 27, 29, 50, 54, 73, 76, 85, 89, 99, 130, 146, 153, 159, 162, 165	pp. 11, 14, 21, 28, 30, 31, 35, 43, 53, 57, 66, 67, 70, 82, 84, 87	Section Six “Reference Letters”
Flexibility – shows versatility and the ability to change	Chapter Six, Lesson 3 (pp. 166-167)	Chapter Six, Lesson 1 (pp. 140-148)	Section Nine “Activities & Records”
Leadership – creates a direction/vision for others to follow, aligns management methods with vision, and implements a system of accountability	pp. 26, 76, 88, 168	Chapter Four, Lesson 2 (pp. 88-95)	Section Eight “Network”
Works with diversity	Chapter Three, Lesson 2 (pp. 72-79)	Chapter Four, Lessons 1-3 (pp. 79-104)	Section Eight “Network”
Technology Skills – Demonstrates the ability to work with a variety of technologies and equipment	Career Strategies	Life Strategies	Career Portfolio
Demonstrates Computer Literacy – uses keyboard skills, computer programs, and understands basic computer operations	*Exercises linked to the Internet	*Exercises linked to the Internet	Section Seven “Job Search”
Selects Technology – chooses appropriate procedures, tools, and equipment	*Exercises linked to the Internet	*Exercises linked to the Internet	Section Seven “Job Search”
Applies Technology – understands overall content and proper procedures for using selected technology and equipment	*Exercises linked to the Internet	*Exercises linked to the Internet	Section Seven “Job Search”
Uses Technology Information – interprets and uses data generated from a variety of technological devices	*Exercises linked to the Internet	*Exercises linked to the Internet	Section Seven “Job Search”

* 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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281 S Magnolia Ave Santa Barbara CA 93117
(800) 967-8016 Fax: (805) 967-4357 www.academicinnovations.com