

# Illinois Workplace Skills and Career Development Competencies

Correlated to *Career Choices, Instructor's Guide,*  
*Possibilities, Lifestyle Math and CareerChoices.com*

	<b>Career Choices</b>	<b>Instructor's Guide</b>	<b>Possibilities</b>	<b>Lifestyle Math</b>
<b>WORKPLACE SKILLS</b>				
<b>Develop an employment plan</b>				
Identify short-term goals	170-177, 183-185, 186-190	4/117-4/121	182-191	102-110
Demonstrate a drug-free status	172-179, 201-202, 208-209	4/111-4/115, 4/127, 4/130-4/131		
<b>Seeking and applying for employment opportunities</b>				
Prepare a resume	250-253, online activities	4/152-4/153		
Prepare for a job interview	258-259, online activities	4/155-4/157		
Write job application letter	online activities			
Write interview follow-up letter	online activities			
Complete job application form	256-257, online activities	4/156		
<b>Accepting employment</b>				
Follow directions	Practiced throughout text		Practiced throughout text	Practiced throughout text
<b>Communicating on the job</b>				
Communicate orally with others	Projects and group discussions throughout text	Projects and group discussions throughout text	Projects and group discussions throughout text	Group projects
Prepare written communication	148-155, 157, 159, 250-253, online activities	4/32, 4/34-4/35, 4/39-4/41, 4/42, 4/45, 4/57, 4/63, 4/68, 4/83, 4/84, 4/95, 4/102-4/104, 4/112, 4/114, 4/143, 4/155, 4/159	Journal entries and writing assignments throughout	

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Follow written directions	Practiced throughout text		Practiced throughout text	Practiced throughout text
Ask questions about tasks	147-165, online activities	4/88-4/105		
<b>Interpreting the economics of work</b>				
Identify the role of business in the economic system	38-43, 138-139, 162-165, 238-241	4/22-4/23, 4/83, 4/103-4/104, 4/146-4/147		
Describe responsibilities of employee	13-21, 82-83, 232-247	4/4-4/13, 4/57, 4/141-4/150, 4/178, 6/11	19-32, 33-36, 252-253	43-47, 98-99, 102-107
Describe responsibilities of employer or management	162-163, 200-202, 238-245	4/102-4/105, 4/126-4/127, 4/146-4/149		
<b>Maintaining professionalism</b>				
Work with others	38-43, 162-165, 229-247	4/24-4/25, 4/83, 4/102, 4/104, 4/115, 4/118-4/119, 4/143, 4/148, 6/30-6/35		
Identify work-related terminology	Vocabulary throughout text (see Workbook)	4/4, 4/18, 6/49-6/54		
<b>Adapting to and coping with change</b>				
Recognize change and how to deal with change	135-137, 150-155, 191, 211-213, 242-246, 266	4/14, 4/61, 4/90-4/91, 4/139, 4/148, 4/150		
<b>Solving problems and thinking critically</b>				
Identify the problem	74-121, 168-179, 182-191, 194-227, 232-237, 274-282	4/24-4/26, 4/108-4/115, 4/117-4/121, 4/123-4/140, 4/148	127-138, 139-141, 142-163	Students must practice critical thinking and problem solving skills throughout
Clarify purposes and goals				
Identify solutions to a problem and their impact				
Employ reasoning skills				
Evaluate options				
Set priorities				
Select and implement a solution to a problem				

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Evaluate results of implemented option				
<b>Maintaining a safe and healthy work environment</b>				
Identify hazardous substances in the workplace	124-139	4/79-4/83		
<b>Demonstrating work ethics and behaviors</b>				
Assume responsibility for decisions and actions	194-227	4/123-4/140		
<b>Demonstrating technological literacy</b>				
Recognize impact of technological changes on tasks and people	150-155, 242-247, online activities	7/6-7/17	172-177, 279-283	98-99
<b>Maintaining interpersonal relationships</b>				
Recognize individual diversity	194-199, 211-213, 242-247	4/124-4/125, 4/132-4/133, 4/148-4/150	69-71	
<b>Demonstrating teamwork</b>				
Work with team members	38-43, 162-165, 229-247	4/24-4/25, 4/83, 4/102, 4/104, 4/115, 4/118-4/119, 4/143, 4/148, 6/30-6/35		
Evaluate team work results	38-43, 162-165, 229-247	4/24-4/25, 4/83, 4/102, 4/104, 4/115, 4/118-4/119, 4/143, 4/148, 6/30-6/35		
<b>CAREER DEVELOPMENT COMPETENCIES</b>				
Understand the relationship between work and learning	242-246	4/148-4/150		
Understand how work relates to the needs and functions of the economy and society	15-17, 74-121, 148-155, 207, 211-213, 227, online activities	4/48-4/67		
Understand how to make decisions	168-179	4/108-4/115		

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Be able to locate, understand and use career information	120, 144-165, 203-207, 222-223, 254-255, 262-263, 266-283, online activities	4/76, 4/78, 4/86-4/105, 4/139, 4/146, 4/155, 4/162-4/169, 10/5		
Understand how societal needs and functions influence the nature and structure of work	124-141, 148-149, 150-155, 226, 242-246, online activities	4/79-4/84, 4/90-4/91, 4/139, 4/150, 4/153		
Know the importance of growth and change	150-155, 191, 244-246	4/89-4/91, 4/120, 4/148-4/150		
Understand developmental changes and transitions	246-247	4/150		
Be aware of the career planning process	Goal of the entire text		Goal of the entire text	Goal of the entire text