

# Louisiana Work Readiness Skills

## Correlated to Career Strategies, Life Strategies and the Career Portfolio

Work Readiness Skills	Career Strategies	Life Strategies	Career Portfolio
<b>Job Getting Skills</b>			
Explore career options/choices and understand how personal skills can be applied in a variety of work-related settings.	Chapter One*		Section One "Your Plan"
Use labor market information to decide on career opportunities that align with personal values, skills, and income needs.	Chapters Two – Six*		Section One "Your Plan"
Use a variety of job search techniques to identify potential job openings.	Chapter Five		Section Seven "Job Search" Section Eight "Network"
Use computer technology to conduct job search activities and apply for job openings.	Use of online activities*		
Develop appropriate telephone skills for employer contacts, interviews, and follow up activities.	Chapter Two		
Complete applications to highlight skills, experience, and personal information pertaining to the job opening.	Chapter Two		Section Three "Job Application"
Prepare a resume that summarizes skills and experience related to the targeted job or career.	Chapter One*		Section Two "Resume"
Write a cover letter that highlights the most important qualifications for the job, shows interest in obtaining the job, and calls for action.	Chapter Two*		Section Five "Letters"
Develop interviewing skills that promote personal skills, previous experience, and transferability of skills when changing jobs or careers.	Chapter Two*		Section Four "Job Interviews"
Follow up after the interview to express appreciation, recap ability to do the job, and express interest in the job.	Chapter Two		Section Four "Job Interviews"
Understand labor laws and your rights as a worker.			
<b>Transition Skills</b>			
Understand how to continue to build personal skills and access education to advance on the job or transition to a new career.			
Organize daily responsibilities and schedule personal and work-related activities.	Chapter Five	Chapter Three	
Maintain personal documents, including work papers, social security card, driver's license, birth certificate, and pay stubs.			Entire Portfolio
Understand contracted agreements, including credit cards, auto loans, rent agreements, and leases.		Chapter Two	
<b>Job Keeping Skills – Resources</b>			
Understand organization's expectations for attendance and adhere to work schedules (at work when scheduled, notifies when absent, arranges time off in advance, and completes appropriate vacation/day off forms).	Chapter Two	Chapter Three	

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Understand organization's expectations for punctuality and adhere to them (arrives on time for work, takes and returns from breaks as scheduled, and calls prior to being late to notify appropriate person).	Chapter Two	Chapter Three	
Understand organization's expectations of timeliness for task completion or product delivery and manage time accordingly.	Chapter Two	Chapter Three	
Manage multiple tasks or responsibilities, prioritizing work activities and scheduling work accordingly.	Chapter Five	Chapter Three	
<b>Job Keeping Skills – Interpersonal</b>			
Demonstrate understanding, friendliness, adaptability, empathy, and politeness in new and on-going group settings.	Chapter Three	Chapter Four	
Demonstrate speaking, listening, writing, and social skills to participate as an effective team member.	Chapter Three	Chapter Four	
Ask for feedback on performance and input for task completion.	Chapter Three		
Interact appropriately with persons of authority and respond appropriately to workplace requests.	Chapter Three		
Interact with co-workers in a professional manner.	Chapter Three	Chapter Four	
Respond appropriately to customer requests.	Chapter Four		
Resolve conflicts with persons of authority, co-workers, and customers in the appropriate manner.	Chapter Three	Chapter Four	
Understand the impact of one's work on others and the final outcome.	Chapter Three		
<b>Job Keeping Skills – Systems</b>			
Know where and to whom to go within the workplace when problems or specific situations arise.	Chapter Two		
<b>Job Keeping Skills – Thinking</b>			
Recognize problems that exist (discrepancy between what is and what should be or could be), identify possible causes of the problems, and create plans to solve the problems.	Chapter Five		
Specify goals to achieve, generate alternatives to accomplish the goals, consider risks, evaluate possible solutions, and choose the best plan of action.	Chapter Five	Chapters One & Six	
<b>Job Keeping Skills – Personal Qualities</b>			
Exert a high level of effort and perseverance toward goal completion, work hard to learn new tasks.		Chapters Two & Six	
Be a self-starter/initiate work activities and complete tasks without being told.	Chapter Two	Chapter Two	
Demonstrate self-control by responding unemotionally and non-defensively to workplace requests and situations (even when they may be unpleasant).	Chapter Three	Chapter Four	
Demonstrate trustworthiness by adhering to workplace policies, expectations, and values.	Chapters Two & Six		

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Understand the impact of violating organizational values and choose an ethical course of action.	Chapter Six		
Demonstrate honesty when faced with critical decisions at the workplace.	Chapters Two & Six		
Select appropriate and clean clothing or uniform and maintain personal hygiene (washed and styled hair, clean hands, absence of offensive body odors and fragrances) for the industry/company policy.	Chapter Two		
Stick to the task and complete projects fully, even when undesirable or unpleasant.	Chapters Two & Five	Chapter Three	

\* Internet Enhancement Opportunities (see [www.academicinnovations.com](http://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.

### Academic Innovations

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