

Tennessee Career Management Success Standards

Correlated to *Career Strategies, Life Strategies, and Career Portfolio*

Learning Expectations	<i>Career Strategies</i> Chapters & Lessons	<i>Life Strategies</i> Chapters & Lessons	<i>Career Portfolio</i> Sections
STANDARD 1.0 - Students will display attitudes necessary for achieving personal and academic success.			
The student will:			
1.1 Examine learning styles and adapt learning strategies to their identified styles.	<i>All Chapters: Career Strategies and Life Strategies provide engaging dramatic role-play experiences for students who learn in alternative styles (auditory, interpersonal, intra-personal and kinetic.) This interactive concept is the cornerstone of the learning strategies woven through these texts. (See Introduction in the Instructor's Edition of both books.)</i>		All Sections
1.2 Prioritize and manage personal and academic activities using time management strategies.	Managing Time - p. 142 Prioritization p. 15, 29, 47, 51-58, 140, 143	Study Skills / Prioritization / Time Management - p. 66-71	Your Plan, Job Search
1.3 Use advanced study skills	Examining Attitudes - p. 68, 69 Negotiating Skills - p. 84-85 Solving Problems - p. 112-113 Sales Skills - p. 118-119 Making Good Decisions - p. 134-135 Creating Timelines - p. 136-139	Advanced Study Skills / Test Taking - p. 51-77	Job Interview, Projects & Awards
1.4 Diagram steps required to achieve identified short and long-term goals.	Goal Setting - p. 144-148	Goal Setting – p. 16-21	Your Plan, Job Search
1.5 Generate personal strategies for managing stress	Stress with people/conflicts - p. 80-85 Problems/Decision Making - p. 130-143	How To Control Stress - p. 77 Solving Conflicts - p. 96-103	Job Interview
1.6 Model attitudes conducive to personal success.	Positive Attitude - p. 64-71 Attitudes With Boss - p. 86, 91 With Customers - p. 94-117	Personal Success - p. 8-20	Your Plan, Resume, Job Interview, Activities & Records, Projects & Awards

Learning Expectations	Career Strategies Chapters & Lessons	Life Strategies Chapters & Lessons	Career Portfolio Sections
STANDARD 2.0 - Students will demonstrate attitudes, skills, and strategies necessary for achieving workplace success.			
The student will:			
2.1 Analyze the role of values and ethics in career and workplace.	Values & Ethics - p. 151-169	Difficult Decisions / Exploring Values / Lifestyle Challenges / Budgeting - p. 34-41 Managing Money - p. 42-49	
2.2 Correlate lifestyle requirements with career decisions.	Career Decisions - p. 7-26	Lifestyle / Career Choices - p. 8-15 Setting Goals - p. 16-21 Managing Money - p. 34-49	Your Plan
2.3 Assess implications of diversity for communities and workplaces.	p. 158-167		
2.4 Infer relationships between work ethics and organizational and personal job success.	p. 46-59	Persistence and Preparation - p. 24-33	Resume, Job Interview, Reference Letters
2.5 Demonstrate attitudes conducive to workplace success.	With Supervisor - p. 86-91 Positive Attitude/Problem Solving - p. 130-135	Strategies For Job Success - p. 31	Job Interview
STANDARD 3.0 - Students will use teamwork skills to accomplish goals, solve problems, and manage conflict within groups.			
The student will:			
3.1 Analyze the role and functions of teams in the workplace.	Teamwork - p. 72-79		Network, Activities & Records, Projects & Awards
3.2 Perform the functions of various roles within a team.	Roles/Responsibilities - p. 76-78		
3.3 Use strategies to resolve or reduce conflict within groups.	Conflict Resolution - p. 80-85	Conflict Resolution - p. 96-103	
3.4 Give and receive constructive criticism.	Constructive Criticism p. 86-91		
3.5 Achieve solutions as members of a multicultural team.	Fairness - p. 158-165		
STANDARD 4.0 - Students will communicate effectively and comprehend oral and written communication.			
The student will:			
4.1 Demonstrate effective verbal communication.	Hiring Situations - p. 31-54 With Co-workers - p. 80-85 Interviewing - p. 38-40	Goal Setting - p. 20-21 Getting Hired - p. 30-31 The Art Of Communication - p. 88-95	Job Interview, Job Search, Network
4.2 Demonstrate effective written communication in various business formats.	Conflict Resolution - p. 80-85 Negotiating - p. 84 With "I" Statements - p. 85 Networking - p. 124-129	Resume Writing - p. 28 Note Taking - p. 64-65 Career Planning (Written Plan) - p. 140-148	Your Plan, Resume, Job Application Network Letters
4.3 Demonstrate listening skills and oral comprehension.	Listening Skills - p. 90-91	Listening Skills - p. 92-95	Job Interview, Network
4.4 Demonstrate comprehension of written communication.	Resumes & Employment Letters - p. 32-45	Written Career & Life Plan - p. 140-148	Resume, Letters

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STANDARD 5.0 - Students will demonstrate job-seeking skills and exhibit employability characteristics required for employability and job retention in the workplace.			
The student will:			
5.1 Plan a job search strategy	Job Search - p. 31-45	Finding A Job - p. 24-31	Job Search
5.2 Exhibit positive interview behavior.	Interviews - p. 38-45	Interview Skills - p. 24-31	Job Interviews, Letters
STANDARD 6.0 - Students will demonstrate job-seeking skills and exhibit employability characteristics required for employability and job retention in the workplace.			
The student will:			
6.1 Model attitudes, actions, and behaviors required for successful performance on the job.	Starting Off - p. 46-53 Evaluation - p. 54-59	Work Ethic - p. 24-32	
6.2 Demonstrate an appropriate workplace appearance.	Interview Appearance p. 32-40 On The Job - p. 46-49 With Customers - p. 98-99, 107	Appearance/Preparation - p. 30-32	Job Interview
6.3 Analyze the importance of a wellness program for employees.			
STANDARD 7.0 - Students will demonstrate leadership, citizenship, and teamwork skills required for success in the school, community, and workplace.			
The student will:			
7.1 Cultivate positive leadership skills.	Responsibility - p. 64 Ethics and Honesty - p. 151-167 Problem Solving - p. 130-135 Resolving Conflict - p. 80-91 Demonstrating A Positive Attitude - p. 64-71 Making Teams Work - p. 76-79	Listening Skills - p. 92-93 Conflict Resolution - p. 96-103	Activities & Records, Projects & Awards
7.2 Participate in a student organization directly related to their program of study as an integral part of classroom instruction.	<i>The classroom learning in all texts offers students the opportunity to learn by actively in group and team activities with real world scenarios and workplace challenges.</i>		
7.3 Assess situations and apply problem-solving and decision making skills within the school, community, and workplace.	Problem Solving - p. 80-85, 130-135 Decision Making - p. 134-135	Making Big Decisions - Chapters 1-15 Developing Positive Relationships - p. 79-104 Planning/Goal Setting - p. 140-148	Job Search, Network
7.4 Participate as team members.	Making Teams Work - p. 72-79	<i>Participation in the classroom role-play places the student in settings that develop team related skills.</i>	Network

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STANDARD 8.0 - Student will integrate multiple roles and responsibilities in family, work, and community settings.			
The student will:			
8.1 Analyze the contribution of the family to the development of its members, and as members of the community and workforce.	Career Decisions / Family - p. 16-21	Relationship Family / Friends Support Systems - p. 79-87	Reference Letters, Network
8.2 Analyze strategies to manage multiple individual, family, work, and community roles and responsibilities.	Manage Family & Work - p. 16-21	Making Family Decisions - p. 8-15	
8.3 Demonstrate the transfer of employability and other related skills to and workplace settings.	Solving Problems - p. 134-135 Managing Time - p. 136-141 Procrastination & Stress - p. 141-143	Art Of Communication - p. 88-95 Solve Conflicts - p. 96-103	Activities & Records, Projects & Awards
STANDARD 9.0 - Students will perform basic PC operations and file management using appropriate software.			
The student will:			
9.1 Demonstrate the ability to perform basic PC operations.	<i>The texts offer students several helpful Internet links to enhance their understanding of important workplace skills, traits, attitudes, and strategies. Opportunities to practice software selection and file management are increased as the student works on a career development project- for example, constructing a resume. (Life Strategies links will be available by August 1 2002)</i>		
9.2 Selects the appropriate software for a given problem or task.			
9.3 Perform file management tasks.			
STANDARD 10.0 - Students will explore career opportunities and career paths offered in the local education system.			
The student will:			
10.1 Explain the titles, roles, and functions of individuals engaged in the career paths offered at their local high school.			Your Plan
10.2 Investigate employment and entrepreneurial opportunities.	Entrepreneurial Opportunities - p. 22-29		Job Search
10.3 Evaluate personal characteristics required for working in the various career paths offered at their local high school.	Identifying Skills / Traits - p. 26 Informational Interview - p. 60	Plans & Goals - p. 140-147 (Comprehensive personal evaluation and education/career planning chapter)	Your Plan
10.4 Investigate post-secondary education, professional organizations, trade publications, and web sites appropriate for continuing education.	See Career Strategies Internet Links	Chapter Five - An entire chapter devoted to post-secondary goal setting , planning, college admission and financial aid strategies.	Your Plan

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