

Life and Employability Skills Download Program

Summary of Program

Seven skills areas: The seven skills areas include:

- Two technology skills areas:
 - Computer
 - Internet
- Five workplace skills areas:
 - Positive workplace skills and attitude
 - Workplace responsibility
 - Interacting well with others
 - Basic academic knowledge and skills
 - Having a plan for succeeding in life

Activities included in download: Each of the seven areas includes;

- A rubric that defines the expectations for the skill area.
- A written lesson and an assignment about the lesson.
- Interview and/or observation assignments.
- Practice assignments.
- An improvement plan students develop based on self and others' evaluations.
- Several scenarios for which students produce products based on real-world situations.
- A performance assessment.

Downloading activities: The activities may be downloaded in one of three ways:

- Activities may be located and downloaded individually. Teachers simply locate an activity that they want to use and print it.
- Complete units in which all activities for a skill are included may be downloaded. Teachers select a unit, then view and print its materials.
- Certification packets may be downloaded. There are certification packets designed for all 60 skills. Each certification packet contains 16 hours of activities that have been specifically selected to provide students with a variety of experiences for a skill. The certification packet also includes a certificate of accomplishment showing all the activities completed by a student.

Certification packet information: In selecting the assignments to include in each certification packet, we chose a variety of experiences so that students would both learn about a skill and practice the skill in real life situations.

- Students must complete all activities in a packet to earn a certification.
- Each certification packet comes with a certificate of accomplishment that lists all activities completed so that students can present their earned certificates to prospective employers.

LIFE and EMPLOYABILITY SKILLS

Technology

Section One: Computer

1. Operate a computer with ease and confidence.
2. Possess basic word processing skills.
3. Possess basic database skills.
4. Design and use a spreadsheet.
5. Possess advanced office computing skills.

Section Two: Internet

6. Possess basic skills of the Internet.
7. Perform effective searches.
8. Manage an email program.
9. Possess intermediate Internet skills.
10. Design Internet Web sites.

Workplace Skills

Section Three: Have positive workplace skills and attitude.

11. Be trustworthy honest, and ethical.
12. Show respect for self, others, and authority.
13. Be in control of emotions.
14. Show a desire to work.
15. Be open to learning and technology.
16. Be organized (keep calendar, have systems for storing and retrieving, track responsibilities).
17. Be thorough (finish the details, stick to work until completed).
18. Make effective decisions.
19. Solve problems effectively.
20. Learn from experience (use what works, improve on weaknesses, accept constructive criticism).

Section Four: Be responsible.

21. Come promptly and prepared.
22. Have a positive work ethic.
23. Set and meet high quality standards.
24. Follow directions promptly.
25. Take initiative.
26. Do own share of the work.
27. Work well without supervision.
28. Get jobs done on time and to expectations.
29. Accept responsibility for actions.

Workplace Skills (continued)

Section Five: Interact well with others.

30. Make an appropriate impression.
31. Be customer friendly.
32. Work well with co-workers.
33. Use language appropriate to workplace.
34. Converse effectively on telephone.
35. Interact well in a group setting.
36. Listen well (make eye contact, respond appropriately).
37. Promote own ideas effectively and appropriately.
38. Consider the contributions of others.
39. Be willing to “give and take.”
40. Work towards group goals.
41. Provide leadership when appropriate.

Section Six: Possess basic academic knowledge.

42. Carry out math calculations with accuracy.
43. Solve problems using math skills.
44. Comprehend written information well.
45. Follow written instructions or procedures well.
46. Write clearly and to the point.
47. Use correct grammar, punctuation, and spelling.
48. Present ideas in clear and logical manner.
49. Follow verbal directions well.
50. Take effective notes.
51. Locate information from a variety of sources.
52. Practice good citizenship.

Section Seven: Have a plan for succeeding in life.

53. Know self (know motivations, have realistic view of self, know strengths and weaknesses).
54. Set and achieve important goals.
55. Have an effective portfolio that displays skills and accomplishments.
56. Have an effective resume that describes accomplishments and strengths.
57. Possess effective interviewing skills.
58. Understand where and how to find employment/advancement opportunities.
59. Use effective money management strategies.
60. Maintain habits of wellness.

Technology

Section One: Computer

1. Operate a computer with ease and confidence.

Rubric

Operating a Computer with Ease and Confidence

Assignment

Lesson: Operating a Computer with Ease and Confidence

Lesson Q&A: Operating a Computer with Ease and Confidence

Assignment: Make a chart defining the terms needed to use a computer.

Interview: Interview someone who uses a network, and write a summary of his/her experience.

Practice Assignment: Solve three computer-related problems and write a summary of each.

Practice Assignment: Draw the back of a computer and label what each connection port is for.

Practice Assignment: Design a demonstration test for basic operations of a computer.

Practice Assignment: Research and report on the best source for purchasing your own computer system.

Practice Assignment: Draw a map of your hard drive's file organization and your explanation of its system.

Practice Assignment: Write a set of directions for using a computer, and turn them into a handout.

Practice Assignment: Disconnect and then reconnect a printer, adjusting settings appropriately.

Practice Assignment: Make a list of how six types of businesses use computers.

Scenario: Develop a handout highlighting tools and toolbar functions.

Scenario: Develop a game for improving keyboarding skills.

Scenario: Do research to present the benefits of installing a network.

Performance Assessment

Lesson on the Basics of Using a Computer

2. Possess basic word processing skills.

Rubric

Possessing Basic Word Processing Skills

Assignment

Lesson: Possessing Basic Word Processing Skills

Lesson Q&A: Possessing Basic Word Processing Skills

Assignment: Make an outline of the major "pull down" menu items.

Interview: Interview someone about how he or she uses word processing in the workplace.

Practice Assignment: Use a word processor to complete one or several assignments in other courses.

Practice Assignment: Prepare six documents using a word processor.

Practice Assignment: Prepare and deliver a six-minute demonstration on how to use a word processor.

Practice Assignment: Prepare and print a document with 10 different looks/appearances.

Practice Assignment: Write a summary comparing two different word processing programs.

Practice Assignment: Design a how-to chart of basic word processing skills.

Practice Assignment: Design an overhead explaining how to use draw tools.

Practice Assignment: Prepare step-by-step instructions for working with tools and formatting.

Scenario: Submit a bid to provide flowers for a 50th anniversary celebration.

Scenario: Design a brochure touting the benefits of your dot.com company.

Scenario: Design an evaluation form for bank tellers.

Scenario: Design an outline of a photo-expose' for an opening day baseball game.

Scenario: Design an overhead for a presentation to your stock brokerage staff.

Scenario: Reduce the size or length of a report your boss wrote.

Scenario: Prepare a highlighted memo to your wholesale supply store staff.

Scenario: Write an article for the travel agency for which you work.

Scenario: Write a letter of complaint to your supplier who has failed to meet an urgent deadline.

Scenario: Develop a series of page layout options.

Performance Assessment

Word Processing Brochure

3. Possess basic database skills.

Rubric

Possessing Basic Database Skills

Assignment

Lesson: Possessing Basic Database Skills

Lesson Q&A: Possessing Basic Database Skills

Assignment: Define basic terms related to a database.

Assignment: Sort and print information from a database that you design.

Practice Assignment: Create a database containing one table/file.

Practice Assignment: Use a database wizard to design two databases.

Practice Assignment: Merge a database with a word processing program to develop labels.

Practice Assignment: Merge a database with a word processing document.

Practice Assignment: Create a simple report from a database table/file.

Practice Assignment: Write a form letter and merge it with an existing database.

Scenario: Replace commas with tabs to import data into a database.

Scenario: Develop two possible database layouts.

Scenario: Develop an attractive layout for a dental office database.

Scenario: Develop a database to help you remember birthdays.

Scenario: Print reports that summarize customer data.

Scenario: Sort a database by zip code to determine a mailing list.

Scenario: Design a mailing to your current customers.

Scenario: Print a database list of customers.

Self/Peer Assessment: Assess your ability to use a database.

Performance Assessment

Policy for Internet Use

4. Design and use a spreadsheet.

Rubric

Designing and Using a Spreadsheet

Assignment

Lesson: Designing and Using a Spreadsheet

Lesson Q&A: Designing and Using a Spreadsheet

Assignment: Design a chart of the menu options of a spreadsheet.

Assignment: Design a schematic drawing of a spreadsheet toolbar.

Interview: Interview a spreadsheet user and summarize the results.

Practice Assignment: Invent a student and summarize his/her academic achievement over four years.

Practice Assignment: Manipulate a spreadsheet to determine important information.

Practice Assignment: Describe the GPA of a student you invent.

Practice Assignment: Analyze an existing spreadsheet for how it operates.

Scenario: Set up a spreadsheet budget for stocking your department of an office supply store.

Scenario: Organize the inventory for your shoe department on a spreadsheet.

Scenario: Prepare an estimate on a spreadsheet.

Scenario: Calculate the batting averages for your company softball team.

Scenario: Design a budget for a \$50,000 grant for childcare facility.

Scenario: Prepare the golf handicaps for the company golf tournament.

Scenario: Use a spreadsheet to submit the quarterly report for your company.

Scenario: Determine whether keys were cut within industry standards.

Scenario: Develop a spreadsheet budget to manage a beauty salon.

Self/Peer Assessment: Assess your ability to use a spreadsheet.

Performance Assessment

Charting Stock Gains and Losses

5. Possess advanced office computing skills.

Rubric

Possessing Advanced Computing Skills

Assignment

Lesson: Possessing Advanced Computing Skills

Lesson Q&A: Possessing Advanced Computing Skills

Assignment: Locate and define advanced word processing operations.

Assignment: Develop graphs of customer spending, and send scanned pictures of them.

Interview: Interview someone who uses advanced word processing functions on a regular basis.

Practice Assignment: Examine family information, and design graphs to summarize data.

Practice Assignment: Write a set of directions for using a scanner or modem.

Practice Assignment: Analyze a magazine article to identify advanced word processing skills.

Practice Assignment: Develop a newsletter about your family or work.

Scenario: Write directions for working with computer peripherals.

Scenario: Search and replace key words to make a letter more meaningful.

Scenario: Develop a graph to show the change in stress in a bridge.

Scenario: Develop a chart of customer spending.

Scenario: Design a table of contents for a catalog your company is producing.

Scenario: Copy information from a source and reformat it in a word processor.

Performance Assessment

Computer Use Advertising Campaign

Section Two: Internet

6. Possess basic skills of the Internet.

Rubric

Possess basic Internet skills

Assignment

Lesson: Possess basic Internet skills

Lesson Q&A: Possess basic Internet skills

Assignment: Design an Internet crossword puzzle.

Assignment: Make a three-minute audio recording describing the basic skills of the Internet.

Assignment: Design a short illustrated book of Internet icons and selected vocabulary.

Assignment: Design a list of terms that beginning Internet users must know and understand.

Interview: Interview two people about their work/pleasure Internet use.

Practice Assignment: Design a brochure explaining how your Web browser works

Practice Assignment: Design and give a 20-minute lesson introducing the Web to a beginner.

Practice Assignment: Research and write a report about the history of the Internet and how it operates.

Practice Assignment: Contact two Internet providers about the basics of connecting to the Internet.

Scenario: Make recommendations as to which Internet browser the company should use.

Scenario: Design an advertisement to market Internet services.

Scenario: Prepare a company newsletter page promoting the use of the Internet.

Scenario: Make a five-minute presentation on the Internet at a staff meeting.

Scenario: Design a crossword puzzle for basic Internet vocabulary.

Scenario: Select a service provider for your company.

Performance Assessment

Internet Marketing Advertisement

7. Perform effective searches.

Rubric

Perform effective searches

Assignment

Lesson: Perform effective searches

Lesson Q&A: Perform effective searches

Assignment: Talk to a reference librarian about tips for performing effective Internet searches.

Assignment: Define the following search terms in your own words.

Assignment: Write a set of directions for performing an advanced search.

Practice Assignment: Find and rank 10 Internet sites, justifying your ranking.

Practice Assignment: Make bookmarks/folders of Internet sites of varying quality.

Practice Assignment: Develop an organized directory of your favorite Internet sites.

Practice Assignment: Go on an Internet scavenger hunt.

Practice Assignment: Use the Internet to help you complete assignments in other courses.

Practice Assignment: Print and summarize information from five high quality sites.

Practice Assignment: Plan a one-week trip to a state that is at least 500 miles away.

Practice Assignment: Create a visual that compares three search engines.

Scenario: Compare airline and car rental rates for a business trip.

Scenario: Prepare driving instructions for your boss's trip to Montana.

Scenario: Locate a mailing list of schools in a selected state.

Scenario: Determine the standard Internet search engine for your company.

Scenario: Narrow a search using InfoSeek.

Scenario: Draw a map/tree to show where your flower shop exists in an Internet directory.

Scenario: Locate catering services to cater the national convention banquet.

Scenario: Evaluate five bank Web sites.

Scenario: Search the Internet Yellow Pages to find three computer stores that sell OCR scanners.

Performance Assessment

Internet Scavenger Hunt

8. Manage an email program.

Rubric

Manage an email program

Assignment

Lesson: Manage an email program

Lesson Q&A: Manage an email program

Practice Assignment: Attach three different types of files to an email message.

Practice Assignment: Set up email preferences.

Practice Assignment: Set up an email address book and email the recipients.

Practice Assignment: Provide proof of your answers to an email test.

Practice Assignment: Select a vacation destination, and investigate it.

Practice Assignment: Describe the difference between word processing, email sent, and email received formatting.

Practice Assignment: Deal with email.

Practice Assignment: Analyze (test) two email programs to determine the best program for you.

Practice Assignment: Send an email message that includes a compressed file to someone.

Practice Assignment: Set up an online email account.

Practice Assignment: Use and describe the special options of your email programs.

Scenario: Send a list of high quality cell phone Internet sites to a friend.

Scenario: Attach an important document to an email message.

Scenario: Broadcast stock information to your best customers.

Scenario: Participate in an online discussion group.

Scenario: Broadcast email messages to all dealers at your antique mall.

Scenario: Email a budget to someone who does not have compatible software.

Scenario: Demonstrate to your colleagues how to use email.

Scenario: Organize and manage your email messages into folders.

Performance Assessment

Directions for Using an Email Program

9. Possess intermediate Internet skills.

Rubric

Possess intermediate Internet skills

Assignment

Lesson: Possess intermediate Internet skills

Lesson Q&A: Possess intermediate Internet skills

Practice Assignment: Compare software programs related to the Internet.

Practice Assignment: Evaluate the quality of six public domain software programs.

Practice Assignment: Make a chart comparing three virus protection programs.

Practice Assignment: Compare three blocking software programs.

Practice Assignment: List the last 20 sites visited by computer.

Practice Assignment: Find, read, and summarize information from sites on Internet safety.

Practice Assignment: Delete unwanted bookmarks and favorites from your bookmark files.

Practice Assignment: Copy a chart from the Internet into a word processing document.

Practice Assignment: Organize Web site addresses into folders.

Scenario: Recommend a high quality virus protector for your company.

Scenario: Buy a computer and monitor on the Internet.

Scenario: Print up southeastern art samples for your class.

Scenario: Research three merchant accounts for your business, and select the best one.

Scenario: Recommend the browser that all employees will use in your company.

Scenario: Upload a map of how to get to the company picnic.

Scenario: Design a set of rules for using the Internet.

Performance Assessment

Job Interview for Internet Manager

10. Design Internet Web sites.

Rubric

Design Internet Web sites

Assignment

Lesson: Design Internet Web sites

Lesson Q&A: Design Internet Web sites

Practice Assignment: Locate and secure FTP software.

Practice Assignment: Add advanced options to your Web site.

Practice Assignment: Locate and select Web site designing software.

Practice Assignment: Design an effective Web site.

Practice Assignment: Upload HTML file to FTP site.

Practice Assignment: Prepare an HTML page.

Practice Assignment: Sign up for free web space.

Practice Assignment: Locate three sites that offer free Web space.

Scenario: Prepare a simple three-page Web site.

Scenario: Prepare two front pages for a company Web site.

Performance Assessment

Web Site Design Brochure

Workplace Skills

Section Three: Have Positive Workplace Skills and Attitude

11. Be trustworthy honest, and ethical.

Rubric

Be trustworthy honest, and ethical.

Assignment

Lesson: Be trustworthy honest, and ethical

Lesson Q&A: Be trustworthy honest, and ethical

Interview: Interview two adults about the importance of trust, honesty, and being ethical.

Observation: Develop a news report about the trustworthiness of three individuals.

Plan: Develop a table of your strengths and weaknesses in being trustworthy, honest, and ethical.

Practice Assignment: Develop a table of the ethical issues that people in different professions must deal with.

Scenario: Produce a taped presentation on being trustworthy, honest, and ethical.

Scenario: Write a journal about trust, honesty and/or being ethical.

Scenario: Collect data for a news story on the trustworthiness of political candidates.

Performance Assessment

Press Conference for Being Trustworthy, Honest, and Ethical

12. Show respect for self, others, and authority.

Rubric

Show respect for self, others, and authority.

Assignment

Lesson: Show respect for self, others, and authority

Lesson Q&A: Show respect for self, others, and authority

Interview: Interview someone about the importance of respect in the workplace.

Observation: Interview or observe a coach regarding respect and decision making and write a report.

Plan: Develop a table of your strengths and weaknesses in showing respect.

Practice Assignment: Find articles in the newspaper about people who do not respect others and authority.

Practice Assignment: Write a story about respect.

Scenario: Write a script for changing employees' behavior and gaining respect.

Scenario: Design an activity for teaching a team about respect.

Self/Peer Assessment: Assess how well you respect various people and things.

Performance Assessment

Respect Documentary

13. Be in control of emotions.

Rubric

Be in control of emotions.

Assignment

Lesson: Be in control of emotions

Lesson Q&A: Be in control of emotions

Interview: Interview someone about controlling one's emotions in the workplace.

Observation: Develop a news report about how well three individuals control their emotions.

Plan: Develop a table of your strengths and weaknesses in being in control of emotions.

Practice Assignment: Explain how emotions affect decision-making.

Practice Assignment: Compare the emotional control of two television characters.

Scenario: Rewrite a scene in which you overreacted.

Scenario: Describe how a colleague was confronted.

Self/Peer Assessment: Develop a checklist for being in control of emotions and have 3 people fill it out about you.

Performance Assessment

Top Ten List for Being in Control of Your Emotions

14. Show a desire to work.

Rubric

Show a desire to work.

Assignment

Lesson: Show a desire to work

Lesson Q&A: Show a desire to work

Interview: Interview two people about showing a desire to work.

Interview: Interview two people about showing a desire to work.

Observation: Develop a news report about showing a desire to work.

Plan: Develop a table of your strengths and weaknesses in showing a desire to work.

Practice Assignment: Compare a time when you wanted to work on a project to a time when you didn't.

Practice Assignment: Follow Dagwood for 10 days and analyze his work ethic.

Scenario: Prepare an outline for a lesson on showing a desire to work.

Scenario: Summarize your reaction to staying late and doing detailed work.

Self/Peer Assessment: Have three other people assess your skills in showing a desire to work

Performance Assessment

Desire to Work Advertising Campaign

15. Be open to learning and technology.

Rubric

Be open to learning and technology.

Assignment

Lesson: Be open to learning and technology

Lesson Q&A: Be open to learning and technology

Interview: Interview an adult about an invention during his or her lifetime.

Observation: Write a story about being open to learning and technology.

Plan: Develop a table of your strengths and weaknesses in being open to learning and technology.

Practice Assignment: Try a new software program and keep a journal about your experience.

Scenario: Develop a list of technology needs for a local college.

Scenario: Develop a flier about learning and technology opportunities in your city.

Scenario: Prepare an informational list about learning a new technology.

Scenario: Conduct a survey about openness to learning and technology.

Self/Peer Assessment: Assess how open to learning and technology you are.

Performance Assessment

Write a Policy about Being Open to Learning and Technology

16. Be organized (keep calendar, have systems for storing and retrieving, track responsibilities).

Rubric

Be organized (keep calendar, have systems for storing and retrieving, track responsibilities).

Assignment

Lesson: Be organized

Lesson Q&A: Be organized

Interview: Interview someone about the importance of organization in the workplace.

Interview: Interview two adults about the importance of organization and being thorough.

Observation: Evaluate someone's organizational skills.

Plan: Develop a table of your strengths and weaknesses in being organized.

Practice Assignment: Develop a short-term calendar, and use it for two weeks.

Scenario: Develop a schematic drawing of an organized hiring system.

Scenario: Maintain a professor's calendar for two weeks.

Scenario: Design a series of cartoons about being organized.

Self/Peer Assessment: Have three other people assess your organizational skills.

Performance Assessment

Proposal to Provide Training on Being Organized

17. Be thorough (finish the details, stick to work until completed).

Rubric

Be thorough (finish the details, stick to work until completed).

Assignment

Lesson: Be thorough

Lesson Q&A: Be thorough

Interview: Interview someone about the importance of being thorough in the workplace.

Observation: Evaluate someone's skills in being thorough.

Plan: Develop a table of your strengths and weaknesses in being thorough.

Practice Assignment: Follow a recipe twice--once exactly as written, the second time omitting ingredients or steps.

Scenario: Write complete directions for the night cleaning crew.

Scenario: Prepare an overhead transparency on being thorough.

Scenario: Develop a plan and timeline for writing an article introducing a product you developed.

Self/Peer Assessment: Assess your skills in being thorough.

Performance Assessment

Thoroughness Brochure

18. Make effective decisions.

Rubric

Make effective decisions.

Assignment

Lesson: Make decisions

Lesson Q&A: Make decisions

Interview: Interview two people about making effective decisions.

Plan: Develop a table of your strengths and weaknesses in making effective decisions.

Practice Assignment: Analyze a poor decision you have made.

Practice Assignment: Write a story about making decisions.

Scenario: Design a chart that maps decision-making.

Scenario: Decide whether or not to hire an additional employee.

Scenario: Decide the best way to invest company money.

Performance Assessment

Job Interview for Making Effective Decisions

19. Solve problems effectively.

Rubric

Solve problems effectively.

Assignment

Lesson: Solve problems

Lesson Q&A: Solve problems

Interview: Interview someone about the importance of solving problems in the workplace.

Observation: Develop a news report about solving problems.

Plan: Develop a table of your strengths and weaknesses in solving problems effectively.

Practice Assignment: Solve a housing problem.

Practice Assignment: Describe the importance of certain phrases and ideas in relation to problem solving.

Scenario: Make a plan and code of conduct for solving an employee relation's problem.

Scenario: Respond to systematically solve a problem.

Self/Peer Assessment: Have three other people assess your problem solving skills.

Performance Assessment

Series of Transparencies on Solving Problems Effectively

20. Learn from experience (use what works, improve on weaknesses, accept constructive criticism).

Rubric

Learn from experience (use what works, improve on weaknesses, accept constructive criticism).

Assignment

Lesson: Learn from experiences

Lesson Q&A: Learn from experiences

Interview: Interview two people about learning from experience.

Observation: Write a story about learning from experience.

Plan: Develop a table of your strengths and weaknesses in learning from experience.

Practice Assignment: Draw a schematic of a time when you tried something that failed.

Scenario: Prepare an interview answer about learning from experience.

Scenario: Develop a plan to salvage a failed marketing campaign.

Scenario: Interview others about "learning from experience" to make a top ten list.

Self/Peer Assessment: Assess how well you learn from experience.

Performance Assessment

Story about Learning from Experience

Section Four: Be Responsible

21. Come promptly and prepared.

Rubric

Come promptly and prepared.

Assignment

Lesson Q&A: Come promptly and prepared

Interview: Interview someone about the importance of being prompt and prepared.

Observation: Develop a news report about arriving promptly and prepared.

Plan: Develop a table of your strengths and weaknesses in arriving promptly and prepared.

Practice Assignment: Develop a calendar of your weekly events and summarize your ability to prepare for each.

Practice Assignment: Design a group of checklists to help you prepare for activities.

Scenario: Design a poster about being prompt and prepared.

Scenario: Develop a timeline illustrating how you are, or are not prompt and prepared.

Scenario: Design two posters for arriving at and leaving work on time.

Performance Assessment

Write a Policy about Being Prompt and Prepared

22. Have a positive work ethic.

Rubric

Have a positive work ethic.

Assignment

Lesson: Have a positive work ethic

Lesson Q&A: Have a positive work ethic

Interview: Interview two people about positive work ethic.

Observation: Write a story about having a positive work ethic.

Plan: Develop a table of your strengths and weaknesses in having a positive work ethic.

Practice Assignment: Write a set of editorial cartoons about "Mr. Lazy."

Scenario: Develop an orientation presentation about positive work ethic.

Scenario: Design a table that defines the value of the components of a positive work ethic.

Scenario: Prepare a radio interview about having a positive work ethic.

Performance Assessment

Press Conference for Having a Positive Work Ethic

23. Set and meet high quality standards.

Rubric

Set and meet high quality standards.

Assignment

Lesson: Set and meet high standards

Lesson Q&A: Set and meet high standards

Interview: Interview three people about how they do things well and create a poster of high quality habits.

Observation: Develop a news report about setting and meeting high quality standards.

Plan: Develop a table of your strengths and weaknesses in setting and meeting high quality standards.

Practice Assignment: Survey others about the importance of setting and meeting high standards, graph the results.

Scenario: Develop a flowchart for preparing a company newsletter.

Scenario: Establish guidelines for meeting high quality standards.

Scenario: Design a flowchart of how articles are written for your newspaper.

Performance Assessment

High Quality Standards Advertising Campaign

24. Follow directions promptly.

Rubric

Follow directions promptly.

Assignment

Lesson: Follow directions promptly

Lesson Q&A: Follow directions promptly

Interview: Interview someone about the importance of following directions.

Observation: Evaluate someone's skills in following directions promptly.

Plan: Develop a table of your strengths and weaknesses in following directions.

Practice Assignment: Make a chart of how well you follow directions.

Scenario: Explain the consequences of not following directions promptly.

Scenario: Rate others on their ability to follow directions promptly.

Scenario: Journal your ability to follow directions promptly.

Performance Assessment

Story about Following Directions Promptly

25. Take initiative.

Rubric

Take initiative.

Assignment

Lesson: Take initiative

Lesson Q&A: Take initiative

Interview: Interview two people about taking initiative.

Observation: Develop a news report about taking initiative.

Plan: Develop a table of your strengths and weaknesses in taking initiative.

Practice Assignment: Take the initiative to begin something you've always dreamed of doing.

Practice Assignment: List the kinds of initiative that various people need.

Scenario: Describe what "self starter" means for a position you want.

Scenario: Respond to questions about taking initiative.

Scenario: Take initiative to prepare a bid for office supplies.

Performance Assessment

Series of Transparencies on Taking Initiative

26. Do own share of the work.

Rubric

Do own share of the work.

Assignment

Lesson: Do own share

Lesson Q&A: Do own share

Interview: Interview someone about the importance of doing one's own share of the work.

Observation: Write a story about doing one's own share of the work.

Plan: Develop a table of your strengths and weaknesses in doing your own share of the work.

Practice Assignment: Develop a bar graph of people's responsibilities to a group.

Scenario: Draw a diagram of each person's share in a group project.

Scenario: Write a script outline about doing one's own share of the work.

Scenario: Keep a journal for one week to show you do your share of the work.

Performance Assessment

Top Ten List for Doing Own Share of Work

27. Work well without supervision.

Rubric

Work well without supervision.

Assignment

Lesson: Work well without supervision

Lesson Q&A: Work well without supervision

Interview: Interview someone about the importance of working well without supervision.

Observation: Develop a news report about working well without supervision.

Plan: Develop a table of your strengths and weaknesses in working well without supervision.

Scenario: Develop a scale drawing for a bulletin board display illustrating working well without supervision.

Scenario: Role-play a discussion on working harder without supervision.

Scenario: Write a news report about how well you work without supervision.

Self/Peer Assessment: Write a story about working well without supervision

Performance Assessment

Working Well Without Supervision Documentary

28. Get jobs done on time and to expectations?

Rubric

Get jobs done on time and to expectations?

Assignment

Lesson: Get jobs done on time and to expectations

Lesson Q&A: Get jobs done on time and to expectations

Interview: Interview someone about the importance of getting jobs done on time and to expectations.

Observation: Evaluate someone's skills in completing tasks on time and to expectations.

Plan: Develop a table of your strengths and weaknesses in completing tasks on time and to expectations.

Practice Assignment: Design a take-along timeline for getting jobs done on time and to expectations.

Scenario: Compile a list about completing tasks on time and to expectations.

Scenario: Design a set of rules for completing a project on time and to expectations.

Scenario: Make a recording about completing tasks on time and to expectations.

Scenario: Develop "Home Helpers" list for completing tasks on time and to expectations.

Self/Peer Assessment: Design a rubric to rate yourself on completing tasks on time and to expectations.

Performance Assessment

Prepare a Lesson on Completing Tasks on Time and to Expectations

29. Accept responsibility for actions.

Rubric

Accept responsibility for actions.

Assignment

Lesson: Accept responsibility

Lesson Q&A: Accept responsibility

Assignment: Interview two people about accepting responsibility.

Observation: Write a story about accepting responsibility.

Plan: Develop a table of your strengths and weaknesses in accepting responsibility.

Practice Assignment: Write a set of stories about a time when you tried to hide something you did.

Scenario: Develop a lesson about accepting responsibility for one's actions.

Scenario: Develop a job description and expectations for your job.

Scenario: Create a set of cartoons about accepting responsibility for one's actions.

Performance Assessment

Job Interview for Accepting Responsibility for Actions

Section Five: Interact Well with Others

30. Make an appropriate impression.

Rubric

Make an appropriate impression.

Assignment

Lesson: Make an appropriate impression

Lesson Q&A: Make an appropriate impression

Interview: Interview two people about making an appropriate impression.

Observation: Develop a news report about making an appropriate impression.

Plan: Develop a table of your strengths and weaknesses in making an appropriate impression.

Practice Assignment: Design a mini-poster describing making an appropriate impression.

Scenario: Develop a table of how well others make an appropriate impression.

Scenario: Design a brochure for making an appropriate impression at a grand opening.

Scenario: Develop a checklist for making an appropriate impression.

Performance Assessment

Proposal to Provide Training on Making an Appropriate Impression

31. Be customer friendly.

Rubric

Be customer friendly.

Assignment

Lesson: Be customer friendly

Lesson Q&A: Be customer friendly

Interview: Interview two people about being customer friendly.

Observation: Develop a news report about being customer friendly.

Plan: Develop a table of your strengths and weaknesses in being customer friendly.

Practice Assignment: Develop a list of "customer friendliness" traits.

Practice Assignment: Design a mini poster describing being customer friendly.

Scenario: Prepare the materials for and make a scale drawing of a bulletin board display for customer friendliness.

Scenario: Make a short video which illustrates customer friendliness.

Performance Assessment

Customer Friendly Advertising Campaign

32. Work well with co-workers.

Rubric

Work well with co-workers.

Assignment

Lesson: Work well with co-workers

Lesson Q&A: Work well with co-workers

Interview: Interview someone about the importance of working well with co-workers.

Observation: Write a story about working well with co-workers.

Plan: Develop a table of your strengths and weaknesses in working well with co-workers.

Practice Assignment: Write a set of cartoons or a story about a group that does not interact well.

Practice Assignment: Design a mini poster describing working well with co-workers.

Scenario: Collect images for a video spot on working well with co-workers.

Scenario: Develop a plan for working with a negative employee.

Scenario: Answer questions about working well with co-workers.

Performance Assessment

Proposal to Provide Training on Working Well with Co-workers

33. Use language appropriate to workplace.

Rubric

Use language appropriate to workplace.

Assignment

Lesson: Use appropriate workplace language

Lesson Q&A: Use appropriate workplace language

Interview: Interview two people about language in the workplace.

Observation: Develop a news report about workplace language.

Plan: Develop a table of your strengths and weaknesses in using appropriate workplace language.

Practice Assignment: Write a letter of complaint about inappropriate workplace language.

Practice Assignment: Design a mini-poster describing using language appropriate to the workplace.

Scenario: Make a recording of everyday workplace language.

Scenario: Write an editorial about appropriate workplace language.

Scenario: Issue a complaint about inappropriate workplace language.

Performance Assessment

Write a Policy about Using Appropriate Language in the Workplace

34. Converse effectively on telephone.

Rubric

Converse effectively on telephone.

Assignment

Lesson: Converse effectively on telephone

Lesson Q&A: Converse effectively on telephone

Interview: Interview two people about conversing on the telephone.

Observation: Evaluate someone's skills in conversing effectively on the telephone.

Plan: Develop a table of your strengths and weaknesses in conversing effectively on the telephone.

Practice Assignment: Design a mini-poster describing conversing effectively on the telephone.

Scenario: Write a script for conversing effectively on the telephone.

Scenario: Research the effectiveness of the service you get over the telephone from various types of businesses.

Scenario: Conduct a survey to develop a Top Ten List about cell phone courtesy.

Performance Assessment

Simulation about Conversing Effectively on the Telephone

35. Interact well in a group setting.

Rubric

Interact well in a group setting.

Assignment

Lesson: Interact well in a group setting

Lesson Q&A: Interact well in a group setting

Interview: Interview someone about the importance of interacting well in a group setting.

Observation: Evaluate someone's skills in interacting in a group setting.

Plan: Develop a table of your strengths and weaknesses in interacting in a group setting.

Scenario: Develop a plan to help a group member interact with others well.

Scenario: Develop guidelines for interacting in a group setting.

Scenario: Develop a photo essay about working well in a group setting.

Performance Assessment

Series of Transparencies on Interacting Well in a Group

36. Listen well (make eye contact, respond appropriately).

Rubric

Listen well (make eye contact, respond appropriately).

Assignment

Lesson: Listen well

Lesson Q&A: Listen well

Interview: Interview someone about the importance of listening well.

Observation: Develop a news report about listening well.

Plan: Develop a table of your strengths and weaknesses in listening.

Practice Assignment: Write a set of cartoons or a story about a group that does not listen well.

Scenario: Summarize your ability to listen to others' ideas without interrupting.

Scenario: Develop a list of listening skills.

Scenario: Listen to, and repeat back, a new product idea.

Scenario: Develop a game about listening.

Performance Assessment

Job Interview for Listening Well

37. Promote own ideas effectively and appropriately.

Rubric

Promote own ideas effectively and appropriately.

Assignment

Lesson: Promote own ideas

Lesson Q&A: Promote own ideas

Interview: Interview someone about the importance of promoting one's ideas well

Observation: Evaluate someone's skills in promoting his or her ideas.

Plan: Develop a table of your strengths and weaknesses in promoting your own ideas.

Scenario: Present a sales pitch and listen to what others have to say about it.

Scenario: Tape record a presentation for "selling" a new idea.

Scenario: Develop a policy for employees to use to promote their own ideas.

Performance Assessment

Prepare a Lesson on Promoting Own Ideas Effectively

38. Consider the contributions of others.

Rubric

Consider the contributions of others.

Assignment

Lesson: Consider others' contributions

Lesson Q&A: Consider others' contributions

Interview: Interview someone about the importance of considering others' contributions.

Observation: Write a story about considering others' contributions.

Plan: Develop a table of your strengths and weaknesses in considering others' contributions.

Practice Assignment: Write a set of cartoons or a story about a group that does not consider each others' contributions well.

Scenario: Listen to others' ideas to draw up a plan for remodeling an office space.

Scenario: Draw a diagram of company personnel and each position's contributions.

Performance Assessment

Top Ten List for Considering the Contributions of Others

39. Be willing to “give and take.”

Rubric

Be willing to “give and take.”

Assignment

Lesson: “Give and take”

Lesson Q&A: “Give and take”

Interview: Interview two people about the importance of “give and take.”

Observation: Evaluate someone's skills in being willing to give and take.

Plan: Develop a table of your strengths and weaknesses in being willing to give and take.

Practice Assignment: Write a set of cartoons or a story about a group that does not give and take well.

Scenario: Make a chart to help you make a recommendation for a compromise.

Scenario: Develop a plan that involves “give and take.”

Scenario: Develop a questionnaire about give and take.

Performance Assessment

Story about Being Willing to “Give and Take”

40. Work towards group goals.

Rubric

Work towards group goals.

Assignment

Lesson: Work towards group goals

Lesson Q&A: Work towards group goals

Interview: Interview someone about the importance of working towards group goals.

Observation: Write a story about working towards group goals.

Plan: Develop a table of your strengths and weaknesses in working toward group goals.

Scenario: Journal the process of designing a brochure for a political candidate.

Scenario: Develop a chart showing impact of positive and negative habits associated with group goals.

Scenario: Develop a model of how a group can better work toward group goals.

Self/Peer Assessment: Assess your own contribution(s) to two groups in which you take part.

Performance Assessment

Press Conference for Working Towards Group Goals

41. Provide leadership when appropriate.

Rubric

Provide leadership when appropriate.

Assignment

Lesson: Provide leadership

Lesson Q&A: Provide leadership

Interview: Interview someone about the importance of providing leadership.

Observation: Write a story about working providing leadership.

Plan: Develop a table of your strengths and weaknesses in providing leadership.

Practice Assignment: Compile a list of leadership qualities based on leaders that you know.

Practice Assignment: Write a set of cartoons or stories about a group whose members do not provide leadership when appropriate

Scenario: Prepare statements to use when holding group members accountable for their work.

Scenario: Develop a timeline for leading a group to meet its goals.

Performance Assessment

Appropriate Leadership Brochure

Section Seven: Possess Basic Academic Knowledge

42. Carry out math calculations with accuracy.

Rubric

Carry out math calculations with accuracy.

Assignment

Lesson: Carry out math calculations

Lesson Q&A: Carry out math calculations

Interview: Interview someone about the importance of being able to make math calculations accurately.

Observation: Develop a news report about carrying out math calculations with accuracy.

Plan: Develop a table of your strengths and weaknesses in carrying out math calculations.

Practice Assignment: Calculate and develop a bid for painting a house.

Practice Assignment: Use a budget to determine spending money.

Practice Assignment: Make a chart of the math calculation skills needed in a variety of jobs.

Practice Assignment: Graph types of calculations used in the real world.

Scenario: Develop an outline for teaching estimating.

Scenario: Keep a log for a convenience store clerk.

Scenario: Take a practical math test as part of manager interview.

Scenario: Keep a convenience store clerk's transaction log.

Self/Peer Assessment: Assess your job-related math skills.

Self/Peer Assessment: Assess your ability to use math calculations.

Performance Assessment

Accurate Math Calculations Documentary

43. Solve problems using math skills.

Rubric

Solve problems using math skills.

Assignment

Lesson: Solve problems using math

Lesson Q&A: Solve problems using math

Interview: Interview someone about the importance of being able to solve problems using math skills.

Observation: Develop a news report about solving problems using math skills.

Plan: Develop a table of your strengths and weaknesses in solving problems using math skills.

Practice Assignment: Estimate how much time is needed to finish a major task.

Practice Assignment: Research and apply the steps for solving a mathematical story problem.

Practice Assignment: Determine what it will cost to live on your own.

Practice Assignment: Use a budget to determine spending money.

Practice Assignment: Make a chart of the math problem solving skills needed in a variety of jobs.

Practice Assignment: Determine how much I need to save for a trip.

Practice Assignment: Think about how math skills are used in various professions.

Scenario: Calculate the retail and discounted costs of supplies for a nursing home.

Scenario: Determine the profitability of marketing a new product.

Scenario: Develop a spreadsheet illustrating possible take-home pay situations.

Scenario: Calculate a catering order.

Self/Peer Assessment: Assess your job-related math skills.

Performance Assessment

Story about Math Problem-Solving

44. Comprehend written information well.

Rubric

Comprehend written information well.

Assignment

Lesson: Comprehend written information

Lesson Q&A: Comprehend written information

Interview: Interview two people about the importance of being able to comprehend written information.

Observation: Evaluate someone's skills in comprehending written information.

Plan: Develop a table of your strengths and weaknesses in comprehending written information.

Practice Assignment: Read a passage for fluency and understanding.

Practice Assignment: Research and apply methods for improving reading comprehension.

Scenario: Make a list of tax deductions.

Scenario: Read company information to prepare for an interview.

Scenario: Practice your reading comprehension skills.

Scenario: Prepare for an audio audition.

Performance Assessment

Job Interview for Comprehending Written Information

45. Follow written instructions or procedures well.

Rubric

Follow written instructions or procedures well.

Assignment

Lesson: Follow written instructions

Lesson Q&A: Follow written instructions

Interview: Interview someone about the importance of being able to follow written instructions.

Observation: Write a story about following written instructions or procedures.

Plan: Develop a table of your strengths and weaknesses in following written instructions.

Practice Assignment: Evaluate two sets of written directions for clarity.

Scenario: Make a list of tax deductions.

Scenario: Draw a diagram of a set of written directions.

Scenario: Prepare a set of written instructions for programming a VCR.

Performance Assessment

Series of Transparencies on Following Written Instructions Well

46. Write clearly and to the point.

Rubric

Write clearly and to the point.

Assignment

Lesson: Write clearly

Lesson Q&A: Write clearly

Interview: Interview someone about the importance of being able to write clearly and to the point.

Observation: Evaluate someone's skills in writing clearly and to the point.

Plan: Develop a table of your strengths and weaknesses in writing clearly and to the point.

Practice Assignment: Analyze the writing of two texts.

Practice Assignment: Research and list ten techniques for making your writing more clear.

Scenario: Write and design an advertisement for your new toy store.

Scenario: Write two articles publicizing police sentiments towards an upcoming rock concert.

Scenario: Write a request for a pay raise.

Performance Assessment

Writing Clearly and to the Point Brochure

47. Use correct grammar, punctuation, and spelling.

Rubric

Use correct grammar, punctuation, and spelling.

Assignment

Lesson: Use proper conventions

Lesson Q&A: Use proper conventions

Interview: Interview two people about the importance of being able to write using correct conventions.

Observation: Evaluate someone's skills in writing using conventions.

Plan: Develop a table of your strengths and weaknesses in using correct grammar, punctuation, and spelling.

Scenario: Develop a style sheet for using proper grammatical conventions.

Scenario: Develop a mini personal grammar guide.

Scenario: Correct the errors in a subordinate's writing.

Scenario: Explain punctuation use in an article.

Performance Assessment

Write a Policy for Using Proper Writing Conventions

48. Present ideas in clear and logical manner.

Rubric

Present ideas in clear and logical manner.

Assignment

Lesson: Present ideas clearly

Lesson Q&A: Present ideas clearly

Interview: Interview someone about the importance of being able to present clearly.

Interview: Interview a frequent public speaker.

Observation: Develop a news report about presenting ideas in a clear and logical manner.

Plan: Develop a table of your strengths and weaknesses in presenting your ideas.

Practice Assignment: Research the qualities and skills of good public speaking and develop a rubric and presentation on skillful public speaking.

Practice Assignment: Develop a rubric and presentation on skillful public speaking.

Scenario: Prepare to present information on your city's leisure activities.

Scenario: Prepare presentation outlines for two different audiences.

Scenario: Present a proposal to bring an exhibit to your town/city.

Performance Assessment

Simulation about Presenting Ideas in a Clear and Logical Manner

49. Follow verbal directions well.

Rubric

Follow verbal directions well.

Assignment

Lesson: Follow verbal directions

Lesson Q&A: Follow verbal directions

Interview: Interview someone about the importance of being able to follow verbal directions well.

Observation: Write a story about following verbal directions.

Plan: Develop a table of your strengths and weaknesses in following verbal directions.

Practice Assignment: Follow verbal directions to draw objects.

Practice Assignment: Follow an increasing number of verbal directions to find the best way to take and follow them.

Scenario: Practice following a set of verbal directions.

Scenario: Listen carefully and take notes to assist someone in planning a trip.

Self/Peer Assessment: Evaluate your ability to remember verbal information or follow verbal directions.

Performance Assessment

Simulation about Following Verbal Directions

50. Take effective notes.

Rubric

Take effective notes.

Assignment

Lesson: Take effective notes

Lesson Q&A: Take effective notes

Interview: Interview two people about the importance of being able to take effective notes.

Observation: Evaluate someone's research skills.

Plan: Develop a table of your strengths and weaknesses in taking effective notes.

Practice Assignment: Find and write citations for various types of research sources

Scenario: Plan a panel discussion on building a disposal site next to a park.

Scenario: Take notes on, and recommend, mini vans.

Scenario: Take notes to help sell a vacation.

Scenario: Make a brief presentation based on notes you've taken.

Performance Assessment

Prepare a Lesson on Taking Notes from Verbal Directions

51. Locate information from a variety of sources.

Rubric

Locate information from a variety of sources.

Assignment

Lesson: Locate information from a variety of sources.

Lesson Q&A: Locate information

Interview: Interview someone about the importance of being able to locate information from a variety of sources.

Observation: Evaluate someone's research skills.

Plan: Develop a table of your strengths and weaknesses in locating information from a variety of sources.

Practice Assignment: Find and write citations for various types of research sources

Scenario: Draw a library map and directions for finding its sources.

Scenario: Develop a handout for finding information from a variety of sources.

Performance Assessment

Proposal to Provide Training on Finding Information

52. Practice good citizenship.

Rubric

Practice good citizenship.

Assignment

Lesson: Practice good citizenship

Lesson Q&A: Practice good citizenship

Interview: Interview two people about the importance of being able to take effective notes.

Interview: Interview two people about the importance of practicing good citizenship.

Observation: Write a story about citizenship.

Plan: Develop a table of your strengths and weaknesses in practicing good citizenship.

Practice Assignment: List the role, benefits, and responsibilities you have for three groups you are in.

Scenario: Design three posters about protecting the environment.

Scenario: Research and develop a chart of what it means to be a good citizen.

Scenario: Prepare a brochure for local Welcome Wagon use.

Performance Assessment

Top Ten List for Being a Good Citizen

Section Five: Have a Plan for Succeeding in Life

53. Know self (know motivations, have realistic view of self, know strengths and weaknesses).

Rubric

Know self (know motivations, have realistic view of self, know strengths and weaknesses).

Assignment

Lesson: Know self

Lesson Q&A: Know self

Interview: Interview two people about the importance of knowing yourself.

Observation: Write a story about knowing one's self.

Plan: Develop a table of your strengths and weaknesses in knowing yourself.

Practice Assignment: Develop a series of cartoons about what motivates you.

Practice Assignment: Write a piece for your portfolio, summarizing your motivations, strengths, and weaknesses.

Practice Assignment: Flip a coin to find out which job you really want to do as a career.

Practice Assignment: Think about three successful adults and develop a checklist of characteristics they display.

Scenario: Evaluate your interest in operating your own business.

Scenario: Prepare interview answers about your strengths, weaknesses, willingness to take risks, and fears,

Self/Peer Assessment: Compare what you think about yourself with what others think about you.

Performance Assessment

Job Interview for Knowing Yourself

54. Set and achieve important goals.

Rubric

Set and achieve important goals.

Assignment

Lesson: Set and achieve goals

Lesson Q&A: Set and achieve goals

Interview: Interview two people about the importance of setting and achieving important goals.

Observation: Write a story about setting and achieving important goals.

Plan: Develop a table of your strengths and weaknesses in setting and achieving important goals.

Practice Assignment: Make a list of things that you want to happen and analyze their risks/rewards.

Practice Assignment: Develop a schematic and step-by-step directions for reaching important goals.

Practice Assignment: Develop a goal setting plan for one thing that you really want to happen.

Scenario: Prepare a sample goal-setting timeline.

Scenario: Develop storyboards for a new restaurant opening.

Performance Assessment

Achieving Important Goals Advertising Campaign

55. Have an effective portfolio that displays skills and accomplishments.

Rubric

Have an effective portfolio that displays skills and accomplishments.

Assignment

Lesson: Have an effective portfolio

Lesson Q&A: Have an effective portfolio

Interview: Interview someone about the importance of having an effective portfolio.

Observation: Evaluate someone's portfolio.

Plan: Develop a table of your strengths and weaknesses in having an effective portfolio.

Practice Assignment: Develop a list of what several professionals should put in their portfolios.

Practice Assignment: Develop a system for keeping a portfolio of your skills, successes, and accomplishments.

Practice Assignment: Prepare a portfolio of your skills.

Practice Assignment: Present your portfolio to an audience, and write a summary of the presentation.

Scenario: Evaluate three portfolios for their quality.

Performance Assessment

Having an Effective Portfolio Brochure

56. Have an effective resume that describes accomplishments and strengths.

Rubric

Have an effective resume that describes accomplishments and strengths.

Assignment

Lesson: Have an effective resume

Lesson Q&A: Have an effective resume

Assignment: Diagram the requirements for getting a promotion.

Interview: Interview someone about the importance of having an effective resume.

Observation: Evaluate someone's resume.

Plan: Develop a table of your strengths and weaknesses in having an effective resume.

Practice Assignment: Research resumes and develop a checklist for what a quality resume looks like.

Practice Assignment: Write a high quality one-page resume that would convince others to interview/hire you.

Scenario: Prepare various resumes for different jobs.

Scenario: Prepare to update your resume.

Scenario: Edit your resume for a particular job.

Performance Assessment

Series of Transparencies on Having an Effective Resume

57. Possess effective interviewing skills.

Rubric

Possess effective interviewing skills.

Assignment

Lesson: Possess interviewing skills

Lesson Q&A: Possess interviewing skills

Interview: Interview someone about the importance of having effective interviewing skills.

Observation: Write a story about interviewing.

Plan: Develop a table of your strengths and weaknesses in interviewing.

Practice Assignment: Write a letter of application for a job.

Practice Assignment: Design a checklist of what an employer would look for in an interview.

Practice Assignment: Develop a system for keeping a portfolio of your skills, successes, and accomplishments.

Practice Assignment: Videotape yourself in an interview and have three others critique your interview.

Practice Assignment: Videotape and critique yourself being interviewed.

Scenario: Prepare to interview someone for a job.

Scenario: Prepare to interview someone for a position under your charge.

Performance Assessment

Simulation about Effective Interviewing Skills

58. Understand where and how to find employment/advancement opportunities.

Rubric

Understand where and how to find employment/advancement opportunities.

Assignment

Lesson: Find employment/advancement opportunities

Lesson Q&A: Find employment/advancement opportunities

Interview: Interview someone about the importance of knowing employment and advancement opportunities.

Observation: Develop a news report about finding employment opportunities.

Plan: Develop a table of your strengths and weaknesses in finding employment.

Practice Assignment: Present a summary of potential jobs, including benefits and expectations.

Scenario: Develop a list of job opportunities.

Scenario: Prepare a list of resources for someone searching for a job.

Performance Assessment

Series of Transparencies on Finding Employment

59. Use effective money management strategies.

Rubric

Use effective money management strategies.

Assignment

Lesson: Manage money

Lesson Q&A: Manage money

Interview: Interview three adults about how they manage money and develop a money managing checklist.

Observation: Develop a news report about using effective money management strategies.

Plan: Develop a table of your strengths and weaknesses in managing money.

Practice Assignment: Design a one-month budget for yourself.

Scenario: Design a handout on basic money management strategies.

Scenario: Develop a plan to get yourself out of debt.

Scenario: Compare the cost of college dormitory life to living in an apartment

Performance Assessment

Prepare to Teach a Lesson on Effective Money Management

60. Maintain habits of wellness.

Rubric

Maintain habits of wellness.

Assignment

Lesson: Maintain habits of wellness

Lesson Q&A: Maintain habits of wellness

Interview: Interview two people about the importance of maintaining habits of wellness.

Observation: Develop a news report about maintaining habits of wellness.

Plan: Develop a table of your strengths and weaknesses in habits of wellness.

Practice Assignment: Keep a chart of the food you eat for one week.

Practice Assignment: Develop a chart and a plan for appropriate eating and exercising habits.

Scenario: Design fliers explaining four fitness programs.

Scenario: Plan 12 monthly wellness events.

Performance Assessment

Press Conference for Maintaining Habits of Wellness