

Workplace Readiness Skills for the Commonwealth Grades 9 – 10 School

Professional Knowledge and Skills

12. **Organizations, Systems, and Climates:** Identifies “big picture” issues and his or her role in fulfilling the mission of the workplace

Objective: Student will identify how organizational systems work and operate.

Activities:

1. Discuss the classroom as a “system”. Have student define roles and how they play into the system. Discuss how the “system” would be different if one person or multiple people are absent.

2. Investigate a business and its daily operations. Discuss how this business is organized and who is needed to ensure it operates daily.

Objective: The student will develop an academic and career plan.

Activities:

1. The student will complete a career plan PowerPoint communicating their interests, career options and goals and how they plan to achieve them.

2. Students will complete a PowerPoint or poster using Virginia Career View (<http://www.vaview.vt.edu/>) or Virginia Education Wizard (<https://www.vawizard.org/vccs/Main.action>) identifying education, tasks and other pertinent information related to career/job choice.

3. Develop an academic and career plan

<http://www.vaview.vt.edu/resources/pdf/publications/toolkits/ACP%20Educator%20Guide.pdf>