

Workplace Readiness Skills for the Commonwealth Grades 9 – 10 Home

Professional Knowledge and Skills

15. Time, Task, and Resource Management: Organizes and implements a productive plan of work

Objective: Student will prepare and follow schedules.

Activities:

1. Parent and son/daughter will work together to develop an afternoon routine or schedule to be followed. Checklists can be used to check off activities.
2. A monthly calendar can be utilized for future planning.
3. Use a calendar application or online calendar to track and keep up with family activities.

Objective: Student will develop goal setting skills.

Activity:

1. Assist your son/daughter in developing an 8 year plan.

<http://www.vaview.vt.edu/resources/pdf/6-8/Where%20will%20you%20be%20in%208%20years.pdf>

2. Assist your son/daughter in developing an Academic and Career Plan.

<http://www.vaview.vt.edu/pro/toolkits/toolkits/acp-toolkit>