

# WORKPLACE READINESS ACTIVITIES

The following matrix is your access to a list of common everyday activities and resources that you can use at school, home, or the community to prepare your students or children at any age for the skills they are going to need to be successful in the workplace. The new list of *Workplace Readiness Skills for the Commonwealth* was generated from research provided through the University of Virginia's Weldon Cooper Center based on employer input and 21st Century Skills. More information can be found on the VDOE Career Resource Center's Web site (<http://www.cteresource.org>). With permission granted from the Office of Career and Technical Education, Virginia Department of Education on September 2010, the Central Virginia Transition Council was able to use these skills to create activities and resources.

*The Workplace Readiness Skills for the Commonwealth* is divided into three sections: Personal Qualities and People Skills (soft skills); Professional Knowledge and Skills (academic and knowledge); and Technology Knowledge and Skills. The activities were generated from teams of educators, employment specialists, and parents from the Central Virginia Transition Council. Activities can be added to the documents by e-mailing your ideas to Sally Chappel at [chappesl@jmu.edu](mailto:chappesl@jmu.edu).

The activities provided are just one of many resources available. Below the matrix are links to lesson plans and more family activities.

## Workplace Readiness Skills for the Commonwealth Needs Identified by Virginia Employers (Developed by VDOE CTE)

### Personal Qualities and People Skills

**Positive Work Ethic:** Comes to work every day on time, is willing to take direction, and is motivated to accomplish the task at hand

Pre-school/K	School	Home
Grades 1/2	School	Home
Grades 3/4/5	School	Home
Grades 6/7/8	School	Home
Grades 9/10	School	Home

Grades 11/12	School	Home
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**Integrity:** Abides by workplace policies and laws and demonstrates honesty and reliability

Pre-school/K	School	Home
Grades 1/2	School	Home
Grades 3/4/5	School	Home
Grades 6/7/8	School	Home
Grades 9/10	School	Home
Grades 11/12	School	Home

**Teamwork:** Contributes to the success of the team, assist others, and requests help when needed

Pre-school/K	School	Home
Grades 1/2	School	Home
Grades 3/4/5	School	Home
Grades 6/7/8	School	Home
Grades 9/10	School	Home
Grades 11/12	School	Home

**Self-Representation:** Dresses appropriately and uses language and manners suitable for the workplace

Pre-school/K	School	Home
Grades 1/2	School	Home
Grades 3/4/5	School	Home

Grades 6/7/8	School	Home
Grades 9/10	School	Home
Grades 11/12	School	Home

**Diversity Awareness:** Works well with all customers and coworkers

Pre-school/K	School	Home
Grades 1/2	School	Home
Grades 3/4/5	School	Home
Grades 6/7/8	School	Home
Grades 9/10	School	Home
Grades 11/12	School	Home

**Conflict Resolution:** Negotiates diplomatic solutions to interpersonal and workplace issues

Pre-school/K	School	Home
Grades 1/2	School	Home
Grades 3/4/5	School	Home
Grades 6/7/8	School	Home
Grades 9/10	School	Home
Grades 11/12	School	Home

**Creativity and Resourcefulness:** Contributes new ideas and works with initiative

Pre-school/K	School	Home
Grades 1/2	School	Home
Grades 3/4/5	School	Home
Grades 6/7/8	School	Home
Grades 9/10	School	Home
Grades 11/12	School	Home

## Professional Knowledge and Skills

**Speaking and Listening:** Follows directions and communicates effectively with customers and fellow employees

Pre-school/K	School	Home
Grades 1/2	School	Home
Grades 3/4/5	School	Home
Grades 6/7/8	School	Home
Grades 9/10	School	Home
Grades 11/12	School	Home

**Reading and Writing:** Reads and interprets workplace documents and writes clearly

Pre-school/K	School	Home
Grades 1/2	School	Home
Grades 3/4/5	School	Home
Grades 6/7/8	School	Home

Grades 9/10	School	Home
Grades 11/12	School	Home

**Critical Thinking and Problem Solving:** Analyzes and resolves problems that arise in completing assigned tasks

Pre-school/K	School	Home
Grades ½	School	Home
Grades 3/4/5	School	Home
Grades 6/7/8	School	Home
Grades 9/10	School	Home
Grades 11/12	School	Home

**Health and Safety:** Follows safety guidelines and manages personal health

Pre-school/K	School	Home
Grades ½	School	Home
Grades 3/4/5	School	Home
Grades 6/7/8	School	Home
Grades 9/10	School	Home
Grades 11/12	School	Home

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

Pre-school/K	School	Home
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Grades ½	School	Home
Grades 3/4/5	School	Home
Grades 6/7/8	School	Home
Grades 9/10	School	Home
Grades 11/12	School	Home

**Lifelong Learning:** Continually acquires new industry-related information and improves professional skills

Pre-school/K	School	Home
Grades ½	School	Home
Grades 3/4/5	School	Home
Grades 6/7/8	School	Home
Grades 9/10	School	Home
Grades 11/12	School	Home

**Job Acquisition and Advancement:** Prepares to apply for a job and to seek promotion

Pre-school/K	School	Home
Grades ½	School	Home
Grades 3/4/5	School	Home
Grades 6/7/8	School	Home
Grades 9/10	School	Home
Grades 11/12	School	Home

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

Pre-school/K	School	Home
Grades ½	School	Home
Grades 3/4/5	School	Home
Grades 6/7/8	School	Home
Grades 9/10	School	Home
Grades 11/12	School	Home

**Mathematics:** Uses mathematical reasoning to accomplish tasks

Pre-school/K	School	Home
Grades ½	School	Home
Grades 3/4/5	School	Home
Grades 6/7/8	School	Home
Grades 9/10	School	Home
Grades 11/12	School	Home

**Customer Service:** Identifies and addresses the needs of all customers, providing helpful, courteous, and knowledge-able service

Pre-school/K	School	Home
Grades 1/2	School	Home
Grades 3/4/5	School	Home

Grades 6/7/8	School	Home
Grades 9/10	School	Home
Grades 11/12	School	Home

## Technology Knowledge and Skills

**Job-Specific Technologies:** Selects and safely uses technological resources to accomplish work responsibilities in a productive manner

Pre-school/K	School	Home
Grades 1/2	School	Home
Grades 3/4/5	School	Home
Grades 6/7/8	School	Home
Grades 9/10	School	Home
Grades 11/12	School	Home

**Information Technology:** Uses computers, file management techniques, and software/programs effectively

Pre-school/K	School	Home
Grades ½	School	Home
Grades 3/4/5	School	Home
Grades 6/7/8	School	Home
Grades 9/10	School	Home
Grades 11/12	School	Home

**Internet Use and Security:** Uses the Internet appropriately for work

Pre-school/K	School	Home
Grades ½	School	Home
Grades 3/4/5	School	Home
Grades 6/7/8	School	Home
Grades 9/10	School	Home
Grades 11/12	School	Home

**Telecommunications:** Selects and uses appropriate devices, services, and applications

Pre-school/K	School	Home
Grades ½	School	Home
Grades 3/4/5	School	Home
Grades 6/7/8	School	Home
Grades 9/10	School	Home
Grades 11/12	School	Home

## Additional Resources

Virginia's Career & Technical Education Resource Center –

1. Under each career/tech course is listed each of the 21 Workplace Readiness Skills including a definition, process/skill questions, related standards of learning, and instructional resources. This is an excellent resource for those in middle to post high grades. <http://www.cteresource.org/verso2/search>

2. Workplace Readiness Skills for the Commonwealth Assessment  
<http://www.ctecs.org/va-wrs-assessment.htm>

*Effective Integration of Technology and Instructor- Led Training to Promote Soft Skills Mastery*  
This document discusses the importance of using technology along with instructor-led trainings on “soft skills” or interpersonal skills, such as job interviewing, communication and problem-solving. In addition to e-Learning and Web-based simulations, instructors can assign homework that involves relevant Internet research or other online activities.  
<http://www.dol.gov/odep/documents/SoftSkillsMastery.pdf>

*Teaching Soft Skills through Workplace Simulations in Classroom Settings*  
This technical guide describes how to teach soft skills in classroom settings. The premise that soft skills are more important than even the technical and general education backgrounds of workers has been confirmed by not only multiple research projects, but also the daily experiences of teachers, counselors, and job placement professionals working with youth and others who are entering the workforce for the first time. Today, the need to coach new hires about soft skills is an accepted fact among employers and those who prepare individuals for the workforce. <http://www.dol.gov/odep/documents/20100804TeachingInfo.pdf>

*Helping Youth Develop Soft Skills for Job Success: Tips for Parents and Families*  
This InfoBrief discusses the importance of soft skills and offers strategies parents can use to help their child develop skills for employment success.  
<http://www.ncwd-youth.info/information-brief-28>

*A Parent’s Guide to Teaching Life Skills (Parent Guide) (2001)*  
“Ready, Set, Fly” is a companion tool for the Casey Foundation’s Life Skills Guide. It covers topics such as money management, social skills, nutrition, self-care, work skills, housing and transportation, community resources, and learning about candidates in elections. This guide helps families help their young adults gain the skills they need to live as independently and as well as possible. <http://www.caseylifeskills.org/pages/res/rsf%5CRSF.pdf>