

## 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 skills list is a link 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

1. **Positive Work Ethic:** Comes to work every day on time, is willing to take direction, and is motivated to accomplish the task at hand
2. **Integrity:** Abides by workplace policies and laws and demonstrates honesty and reliability
3. **Teamwork:** Contributes to the success of the team, assist others, and requests help when needed

4. **Self-Representation:** Dresses appropriately and uses language and manners suitable for the workplace
5. **Diversity Awareness:** Works well with all customers and coworkers
6. **Conflict Resolution:** Negotiates diplomatic solutions to interpersonal and workplace issues
7. **Creativity and Resourcefulness:** Contributes new ideas and works with initiative

### **Professional Knowledge and Skills**

8. **Speaking and Listening:** Follows directions and communicates effectively with customers and fellow employees
9. **Reading and Writing:** Reads and interprets workplace documents and writes clearly
10. **Critical Thinking and Problem Solving:** Analyzes and resolves problems that arise in completing assigned tasks
11. **Health and Safety:** Follows safety guidelines and manages personal health
12. **Organizations, Systems, and Climates:** Identifies “big picture” issues and his or her role in fulfilling the mission of the workplace
13. **Lifelong Learning:** Continually acquires new industry-related information and improves professional skills
14. **Job Acquisition and Advancement:** Prepares to apply for a job and to seek promotion
15. **Time, Task, and Resource Management:** Organizes and implements a productive plan of work
16. **Mathematics:** Uses mathematical reasoning to accomplish tasks
17. **Customer Service:** Identifies and addresses the needs of all

customers, providing helpful, courteous, and knowledge-able service

### **Technology Knowledge and Skills**

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

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

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

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

### **Additional Resources**