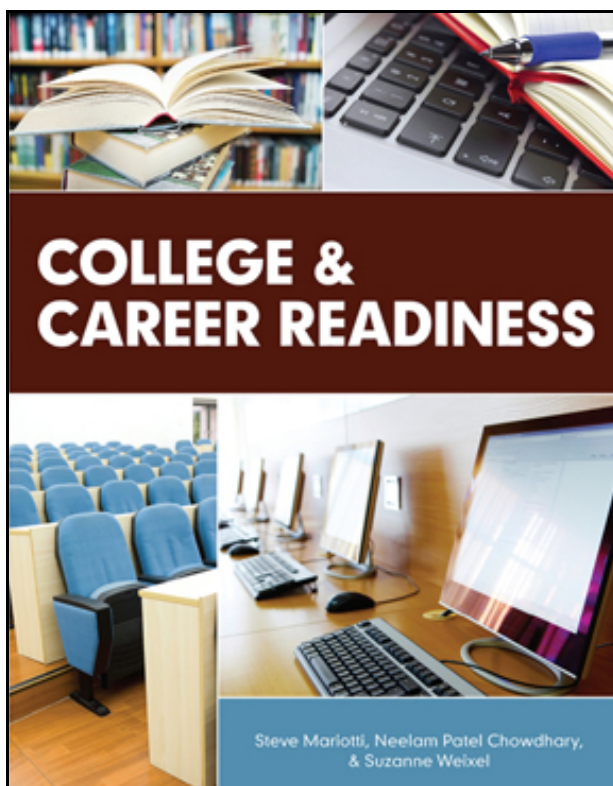


A Correlation of
College and Career Readiness
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To the
Arizona
CTE Professional Skills Standards

**A Correlation of College and Career Readiness, ©2019 to the
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Arizona CTE Professional Skills Standards	College and Career Readiness ©2019
<p>1.0 <u>COMPLEX COMMUNICATION</u>: Employs complex communication * skills in a manner that adds to organizational productivity. *Complex Communication refers to the need to combine traditional communication skills with technical workplace content transmitted via rapidly evolving technologies to increasingly diverse audiences.</p>	
<p>1.A Masters core communication skills for the workplace.</p> <ul style="list-style-type: none"> • Delivers content accurately • Persuades others • Uses communication style appropriate to audience and situation • Listens actively • Resolves conflicts 	<p>SE/TE: Entrepreneurial Skills, 84 Using Written Communication, 140-142 Using Verbal Communication, 143-147 Developing Listening Skills, 148-149 Managing Workplace Conflicts, 282-283 Answer It!, #4, 290</p>
<p>1.B Communicates effectively in a diverse work environment.</p> <ul style="list-style-type: none"> • Communicates with diversity in mind 	<p>SE/TE: Recognizing Communication Barriers, 154 Case Study, 156 Answer It!, #10, 156 Career Counsel, 164</p>
<p>1.C Uses technologies and social media for workplace communication.</p> <ul style="list-style-type: none"> • Exercises competence in using technology • Upholds the brand • Follows applicable laws and regulations • Matches technology to content 	<p>SE/TE: Tech Connect, 8 Recognizing the Impact of Technology, 192-194 High Technology in Industry, 194-199 Using Communications Devices, 202 Answer It!, #4, 204 Using Online Resources, 220 Tech Connect, 295</p>
<p>1.D Foundational communication skill check points</p> <ul style="list-style-type: none"> • Writes in languages required by employer • Speaks in languages required by employer • Demonstrates reading comprehension • Presents with confidence • Practices interpersonal skills • Uses workplace technologies 	<p>SE/TE: Using Written Communication, 140-142 Using Verbal Communication, 143-147 Developing Listening Skills, 148-149 Identifying Nonverbal Communication, 150-152 Recognizing Obstacles to Communication, 153-155 Case Study, 156 Relating to Others, 160-162 Technology Trends in the Workplace, 193-194 Using Communications Devices, 202</p>

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2.0 COLLABORATION: Collaborates, in person and virtually, to complete tasks aimed at organizational goals.	
2.A Commits to achieving collective goals. <ul style="list-style-type: none"> • Contributes personal strengths • Respects contributions of others • Contributes to an environment of collaboration • Ensures diversity in collaboration 	SE/TE: Building Team Relationships, 163-167 Career-Ready Practices, 174 Technology Trends in the Workplace, 193-194 Teamwork and Leadership, 255
2.B Promotes an environment of trust. <ul style="list-style-type: none"> • Builds team relationships • Takes responsibility for role on team • Manages information with sensitivity 	SE/TE: Fulfilling Your Responsibilities, 24 Building Team Relationships, 163-167
2.C Optimizes technology to collaborate with others. <ul style="list-style-type: none"> • Adopts technology to promote collaboration 	SE/TE: Tech Connect, 8 Tech Connect, 167 Technology Trends in the Workplace, 193-194
3.0 THINKING AND INNOVATION: Integrates expertise in technical knowledge and skills with thinking and reasoning strategies to create, innovate, and devise solutions.	
3.A Defines a problem in the workplace. <ul style="list-style-type: none"> • Describes • Diagnoses • Uses resources to define a problem 	SE/TE: Solving Problems, 102-103 Being a Problem Solver, 275-276 Case Study, 290
3.B Practices inquiry and reflection (I/R) to take action in the workplace. <ul style="list-style-type: none"> • Maintains an attitude of openness • Explores for deeper understanding • Uses resources for inquiry and reflection (I/R) • Evaluates self 	SE/TE: Managing Conflict, 169-171 Managing a Career Self-Assessment, 213-217 Benefiting from a Performance Review, 256-258 Requesting Additional Education and Training, 259-262
3.C Takes action supported by evidence and reasoning to explain conclusions and accomplish work. <ul style="list-style-type: none"> • Composes a plan • Constructs a model (visual, symbolic, or linguistic) • Makes decisions • Uses tools strategically • Argues a case 	SE/TE: Making Decisions, 98-101 Developing an Academic Plan, 122-124 Planning for Postsecondary Education, 127-130 Career-Ready Practices, 138 Planning a Career, 210-211

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<p>3.D Transfers knowledge and skills from one work situation to another.</p> <ul style="list-style-type: none"> Builds capacity to transfer skills 	<p>SE/TE: Transferable Skills, 16 Answer It!, #10, 18</p>
<p>3.E Creates/innovates to improve workplace productivity.</p> <ul style="list-style-type: none"> Builds capacity to create/innovate 	<p>SE/TE: How Can You Earn a Raise or a Promotion?, 264-265 Going Above and Beyond, 265 Career-Ready Practices, 272</p>
<p>4.0 PROFESSIONALISM: Conducts self in an appropriate manner reflective of the organizational expectations.</p>	
<p>4.A Adheres to organizational protocol related to behavior, appearance, and communication.</p> <ul style="list-style-type: none"> Communicates with technical language Communicates according to organizational standards Satisfies customers Professionalism Preliminary Checklist 	<p>SE/TE: Appearance and Attitude, 14 Using Written Communication, 140-142 Using Verbal Communication, 143-147 Types of Work Relationships, 254 Being Professional, 274-275</p>
<p>4.B Manages time in accordance with organizational expectations.</p> <ul style="list-style-type: none"> Uses time productively Balances accuracy and speed Organizes work for the allotted timeframe Prioritizes tasks Collaborates and works alone to deliver on time 	<p>SE/TE: Applying Time-Management Techniques in the Workplace, 278-281 Answer It!, #3, 290</p>
<p>4.C Represents the organization in a positive manner.</p> <ul style="list-style-type: none"> Communicates mission and position Aligns with organizational values Manages resources to benefit the organization Communicates core values of the profession 	<p>SE/TE: Recognizing Your Values, 6-7 Identifying Resources, 29-32 Career Choices and a Balanced Lifestyle, 296-297 What Volunteers Do, 305 Tech Connect, 307</p>
<p>4.D Performs assigned tasks with a “can do” attitude.</p> <ul style="list-style-type: none"> Performs work with a positive attitude 	<p>SE/TE: A Positive Attitude, 14 Answer It!, #8, 18 Breaking Down Workplace Barriers, 283</p>

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<p>4.E Behaves in a way that distinguishes between personal and work-related matters.</p> <ul style="list-style-type: none"> • Demonstrates respect for personal and professional boundaries 	<p>SE/TE: Teamwork and Leadership, 255 Being Professional, 274-275</p>
<p>4.F Produces work that reflects professional pride.</p> <ul style="list-style-type: none"> • Produces high quality work • Acts as a team member • Performs/produces with precision • Continues to develop skills and connections • Takes initiative to improve work 	<p>SE/TE: Building Team Relationships, 163-167 Teamwork and Leadership, 255 Requesting Additional Education and Training, 259-262</p>
<p>5.0 INITIATIVE AND SELF-DIRECTION: Exercises initiative and self-direction in the workplace.</p>	
<p>5.A Functions independently within the organizational structure.</p> <ul style="list-style-type: none"> • Performs necessary tasks • Strives to improve personal delivery of services • Improves personal performance/ behaviors continuously • Initiative & Self-Direction Preliminary Checklist 	<p>SE/TE: Identifying Your Strengths and Interests, 9-10 Recognizing Character Qualities, 11-14 Analyzing Employability Skills, 15-16 Teamwork and Leadership, 255 Benefiting from a Performance Review, 256-258 Requesting Additional Education and Training, 259-262 Answer It!, #5, #7, 270</p>
<p>5.B Adapts to changing conditions and expectations in the organization.</p> <ul style="list-style-type: none"> • Adjusts to change • Cooperates respectfully with colleagues • Maintains productivity 	<p>SE/TE: Are Your Standards Flexible?, 8 Employability Characteristics, 15 The Economic Value of Work, 42 Qualities of an Entrepreneur, 83 What Makes a Team Successful?, 164 Career-Ready Practices, 174 Transferrable Computer Skills, 201 Types of Work Relationships, 254</p>
<p>5.C Pursues career advancement opportunities within an organization or field.</p> <ul style="list-style-type: none"> • Articulates requirements for job openings • Prepares for career advancement • Pursues formal learning opportunities • Builds learning relationships • Applies new resources 	<p>SE/TE: Making the Most of What You Have, 32 Analyzing Career Planning Resources, 218-223 Answer It!, #7, #8, #9, 224 Requesting Additional Education and Training, 259-262 Obtaining a Raise or Promotion, 263-265 Career-Ready Practices, 272</p>

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<p>5.D Generates innovative ideas, methods, or devices contributing to organizational resources and goals.</p> <ul style="list-style-type: none"> • Innovate to improve productivity • Recommends improvements on processes, products, services • Uses technology to increase productivity/profits 	<p>SE/TE: Career-Ready Practices, 20 Career Trend, 78 Technology Trends in the Workplace, 193-194 High Technology in Industry, 194-199 Using Technology in Your Career, 200-203 Answer It!, #5, 204 Career-Ready Practices, 206 Career-Ready Practices, 272</p>
<p>5.E Exercises leadership in the workplace.</p> <ul style="list-style-type: none"> • Engages individual strengths • Manages work plans • Plans for unanticipated challenges • Pursues workplace solutions/improvements 	<p>SE/TE: Identifying Your Strengths and Interests, 9-10 Solving Problems, 102-103 Using Management Skills, 109-111 Answer It!, #10, 112 Teamwork and Leadership, 255</p>
<p>6.0 INTERGENERATIONAL AND CROSS-CULTURAL COMPETENCE: Interacts effectively with different cultures and generations to achieve organizational mission, goals and objectives.</p>	
<p>6.A Uses relevant intergenerational and cross-cultural communication that creates cultural synergy in the workplace.</p> <ul style="list-style-type: none"> • Adapts communication style to engage diverse others • Adapts communication style to engage other generations • Intergenerational & Cross-Cultural Competence Preliminary Checklist 	<p>SE/TE: Diversity in the Workforce, 49 Cross-Cultural Management, 110 Communication in and out of the Workplace, 147 Recognizing Communication Barriers, 154 Case Study, 156 Answer It!, #10, 156 Finding Common Bonds, 170 Breaking Down Workplace Barriers, 283 Career Counsel, 286</p>
<p>6.B Contributes to an environment of acceptance and inclusion that enables different cultures and generations to work together.</p> <ul style="list-style-type: none"> • Demonstrates respect through interactions and behaviors • Addresses challenges with intergenerational and cross-cultural sensitivity • Celebrates achievements and contributions of diverse others • Functions comfortably in the global marketplace • Relies upon the wisdom and experience of others to accomplish work • Addresses intergenerational tensions 	<p>SE/TE: Diversity in the Workforce, 49 Cross-Cultural Management, 110 Other Ways to Gain Experience, 133-134 Relating to Others, 160-162 Building Team Relationships, 163-167 Teamwork and Leadership, 255 Finding a Mentor, 261 Valuing Differences, 282</p>

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6.C Respects generational differences related to the use of technology in the workplace. Selects from technological and non-technological methods/tools to communicate across generations	SE/TE: Recognizing the Impact of Technology, 192-194 High Technology in Industry, 194-199 Using Technology in Your Career, 200-203 Answer It!, #2, #7, 204
7.0 ORGANIZATIONAL CULTURE: Functions effectively within an organizational culture.	
7.A Navigates organizational structures and systems. <ul style="list-style-type: none"> Fits work performance to the organizational structure 	SE/TE: Benefiting from a Performance Review, 256-258 Applying Time-Management Techniques in the Workplace, 278-280
7.B Embodies organizational values. <ul style="list-style-type: none"> Works in a manner that reflects organizational values 	SE/TE: Being Professional, 274-275 Meeting Your Employer's Expectations, 275 Being Ethical at Work, 276-277
7.C Performs work that advances organizational growth and success. <ul style="list-style-type: none"> Contributes to organizational success 	SE/TE: Being a Successful Employee, 274-277
8.0 LEGAL AND ETHICAL PRACTICES: Observes laws, rules, and ethical practices in the workplace.	
8.A Respects the organization's physical and intellectual property. <ul style="list-style-type: none"> Takes responsibility for the workplace Protects the organization's intellectual property 	SE/TE: Understanding Ethics, 9 Building Ethical Relationships, 167 Tech Connect, 167 Being Ethical at Work, 276-277
8.B Demonstrates loyalty to the organization, its mission, and resources. <ul style="list-style-type: none"> Demonstrates loyalty to the organization 	SE/TE: Understanding Ethics, 9 Being Professional, 274-275 Career Fact, 275
8.C Maintains a safe work environment. <ul style="list-style-type: none"> Addresses harmful conditions in the workplace Follows procedure for reporting unsafe conditions Receives risk management training 	SE/TE: Recognizing Entrepreneurial Risks and Rewards, 80-82 Overcoming Discrimination and Harassment, 284-285 Staying Safe at Work, 288-289 Answer It!, #7, #8, #10, 290

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<p>8.D Adheres to the policies and procedures of the organization.</p> <ul style="list-style-type: none"> • Acts in accord with policies and procedures • Acts in accord with legal and ethical practices • Receives training in policies and procedures 	<p>SE/TE: Making the Most of Orientation, 251 Do You Make the Grade?, 259 Being Ethical at Work, 276-277 Managing Workplace Conflict, 282-283 Overcoming Discrimination and Harassment, 284-285 Staying Safe at Work, 288-289 Case Study, 290</p>
<p>8.E Adheres to applicable local, state, federal, and international laws and regulations.</p> <ul style="list-style-type: none"> • Applies required laws and regulations in the workplace • Complies with employment laws • Applies laws and regulations unique to the industry 	<p>SE/TE: Career Profile: Electrician, 86 Making It Through Probation, 252 Overcoming Discrimination and Harassment, 284-285 Staying Safe at Work, 288-289 Answer It!, #7, 290 Paying Income Tax, 365 Filing Income Tax Returns, 366 Analyzing Banking and Credit Regulations, 369</p>
<p>8.F Takes responsibility for one’s actions in the workplace.</p> <ul style="list-style-type: none"> • Prioritizes time • Resolves own work problems and errors • Takes responsibility for own communication 	<p>SE/TE: Fulfilling Your Responsibilities, 24 Solving Problems, 102-103 Answer It!, #4, 112 Using the Communication Process, 143-144 Career Counsel, 145 Recognizing Obstacles to Communication, 153-155 Being a Problem Solver, 275-276 Applying Time-Management Techniques in the Workplace, 278-281</p>
<p>8.G Manages/uses resources for the good of the organization.</p> <ul style="list-style-type: none"> • Uses organization’s resources prudently 	<p>SE/TE: Identifying Resources, 29-32 Recognizing the Impact of Technology, 192-194 High Technology in Industry, 194-199 Using Technology in Your Career, 200-203</p>

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<p>8.H Acts with integrity (honest, reliable, and trustworthy.)</p> <ul style="list-style-type: none"> Performs with honesty and reliability in a trustworthy manner 	<p>SE/TE: Types of Values, 6-7 Understanding Ethics, 9 What Skills Are Transferable?, 16 Qualities of an Entrepreneur, 83 Communicate, Communicate, Communicate!, 162 Building Ethical Relationships, 167 Being Professional, 274-275 Career Fact, 275</p>
<p>8.I Interacts respectfully with co-workers and customers.</p> <ul style="list-style-type: none"> Handles information appropriately Works to create an equitable workplace 	<p>SE/TE: Communicate, Communicate, Communicate!, 162 Building Ethical Relationships, 167 Tech Connect, 167 Teamwork and Leadership, 255 Valuing Differences, 282</p>
<p>9.0 FINANCIAL PRACTICES: Applies knowledge of finances for the profitability and viability of the organization.</p>	
<p>9.A Exercises prudence in personal finance as it relates to employment.</p> <ul style="list-style-type: none"> Manages personal finances responsibly 	<p>SE/TE: Managing Your Bank Account, 349-352 Using a Money Management Service, 357 Managing Debt, 362-363 Paying Taxes, 364-366 Keeping Your Personal and Financial Information Safe, 367-368</p>
<p>9.B Articulates financial goals and strategies of the organization.</p> <ul style="list-style-type: none"> Communicates organizational financial goals 	<p>SE/TE: Keys to Success, 85 Being a Problem Solver, 275-276 Budgeting for the Business Owner, 331</p>
<p>9.C Contributes to organizational profitability through knowledge of finances.</p> <ul style="list-style-type: none"> Acts prudently with organizational resources Maintains current knowledge of salary and benefits Relates work performance to company profitability 	<p>SE/TE: Career-Ready Practices, 76 Tech Connect, 167 What If You Get the Job?, 240 How Much Does It Pay?, 242 What Are Benefits?, 243 Filling Out Forms, 250-251 Being a Successful Employee, 274-277</p>

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