

Theme	21st Century Skills are the knowledge, skills and expertise needed to succeed in work and life in the 21st century. This theme focuses on a broad range of skills and knowledge in decision-making and problem-solving, creativity, career development, personal wellness, emotional intelligence, technology innovation and integration, etc., that enable business and individual success.	
Topic	Recognizing trends and factors impacting careers helps to make career decisions.	
Benchmark	Workforce and workplace trends, demographics and changes impact careers options.	
Competencies: <ul style="list-style-type: none"> • Identify social, economic and global trends impacting employment opportunities including: outsourcing, minimum wage, multicultural expectations and understandings, and changes in pensions and social security. • Explain implications of life and work changes (e.g., multiple careers in a lifetime, work-from home technologies, emerging careers, barriers and failures). • Describe the impact of factors such as population, climate, employment trends and geographic location on occupational opportunities. 		
Expectations for Learning: Level 1: Describe social, economic, and global trends impacting employment (including multi-cultural expectations and the impact of pensions and social security). Level 2: Evaluate multiple careers and issues impacting careers such as population, employment trends, and career opportunities.		

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Topic	Assessing personality, interests, aptitudes and career interests helps improve occupational decisions.	
Benchmark	Researching personal aptitudes and interests and how they relate to career interests provides an opportunity for better career and postsecondary choices.	
Competencies: <ul style="list-style-type: none"> • Identify factors that impact educational and occupational choices. • Use a variety of assessment instruments (i.e. personality, interests, aptitude) to develop a personal profile to assist in career planning and development. • Use a variety of assessments and resources to determine career and occupational interests. • Use a variety of resources to research career interests. • Describe how education impacts work and postsecondary options. 		
Expectations for Learning: Level 1: Analyze personal profile issues that may impact optimal career choices. Level 2: Research personal career interests.		

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Topic	Identifying career opportunities in and among career fields provides a breadth of occupational options.	
Benchmark	There are a variety of career opportunities in each of the 16 career fields.	
Competencies:		
Expectations for Learning:		

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Topic	Researching career interests includes studying labor market projections, wages and benefits, working conditions, physical, mental and emotional demands of the job as well as education, training and licensure requirements.	
Benchmark	Researching career interests is important to choosing a career.	
Competencies: <ul style="list-style-type: none"> • Describe labor market projections for career interests. • Identify education and training needed for career interests. • Identify wages and benefits for career options. • Describe working conditions for career interests. • Describe physical, mental and emotional requirements of career options. • Identify licensure, certifications, and/or credentials needed for career choices. 		
Expectations for Learning: Level 1: Analyze data (e.g. labor market information projections, wages, working conditions) to help in making career choices. Level 2: Research education and training requirements including credentials and/or licensure requirements for career interests.		

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Topic	Investigating, obtaining and documenting career-related experiences provide more networking and employment opportunities.	
Benchmark	Career-related experiences can aid in developing a network and obtaining a job.	
Competencies:		
Expectations for Learning:		
<ul style="list-style-type: none"> • Investigate opportunities to obtain career-related experience (volunteering, job shadowing, mentoring, interviews, internships, part-time work) in areas of career interests. • Maintain a record of career-related experiences. • Investigate networking opportunities. 		
<p>Level 1: Describe career-related experiences.</p> <p>Level 2: Assess networking opportunities within a selected career field.</p>		

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Topic	Understanding postsecondary opportunities and requirements includes knowing how to prepare for postsecondary education, identifying postsecondary coursework needed for career options, researching postsecondary institutions, enrollment options, and financial assistance, and calculating the return-on-investment of postsecondary education.
Benchmark	An understanding of how to prepare for and enroll in a postsecondary institution helps prepare for a majority of careers.
<p>Competencies:</p> <ul style="list-style-type: none"> • Identify academic, communication and interpersonal skills and knowledge associated with successful postsecondary experience. • Identify postsecondary coursework needed for career interests. • List postsecondary institutions offering necessary coursework and credentials. • Describe requirements for enrolling in postsecondary institutions. • Locate options for financial assistance for postsecondary education. • Describe how to apply for financial assistance. • Determine return-on-investment of postsecondary education. 	
<p>Expectations for Learning:</p> <p>Level 1: Describe postsecondary characteristics for success (personal traits and coursework).</p> <p>Level 2: Describe the process for postsecondary enrollment and financial assistance.</p>	

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Topic	Planning for a career involves setting goals, including on-time graduation, describing the importance of participating in professional and services organizations, determining the advancement opportunities in various careers and explaining why lifelong learning is critical to long-term success.
Benchmark	Developing short-term and long-term career goals and designing a plan to achieve them requires knowledge of advancement opportunities, networking though service and professional organizations and development of life-long learning strategies.
<p>Competencies:</p> <ul style="list-style-type: none"> • Set short- and long-term career goals. • Describe how current secondary courses, programs and assessments can impact career opportunities and postsecondary options. • Complete an academic plan for on-time graduation, career entry or postsecondary education. • Identify advancement opportunities in a job. • Describe the importance of participating in professional associations, service organizations and community service. • Explain the importance of lifelong learning and how that can be accomplished. • Explain the impact of the speed of change on lifelong learning. 	
<p>Expectations for Learning:</p> <p>Level 1: Complete a career plan for a chosen career and identify potential advancement opportunities.</p> <p>Level 2: Describe the importance of life-long learning.</p>	

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Topic	Developing skills to search for and obtain a job includes creating resumes, identifying employment opportunities, practicing interviewing skills, networking and evaluating potential employers.	
Benchmark	Job search and job application skills are essential to obtaining a job.	
Competencies:		
Expectations for Learning:		

- Develop written and electronic resume(s) that meet employer expectations.
- Recognize possible job search resources (e.g., family, neighbors, and friends).
- Cite examples of jobs and the required qualifications or background.
- Research potential employers.
- Explore employment opportunities locally and nationally.
- Utilize job search skills (e.g., finding job postings, sending out resumes, scheduling interviews).
- Develop effective interview skills and recognize and respond to discriminatory questions and practices.
- Describe the importance of networking in obtaining a job.
- Describe how to evaluate potential employers.
- Describe how to negotiate salary and benefits.
- Explain how to resign appropriately from a job.

Level 1: Create written and electronic resume(s) and participate in mock interviews.
 Level 2: Evaluate potential employers and negotiate salary and benefits.

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Topic	Becoming successful at work requires the ability to analyze performance, assess workplace skills, examine productivity and demonstrate flexibility in career plans.	
Benchmark	Effective workplace and continuous improvement skills are essential to achieving short- and long-term career success.	
Competencies: <ul style="list-style-type: none"> • Demonstrate the ability to analyze past experiences in a constructive manner to improve future workplace success. • Identify ways to evaluate personal and professional skill sets and accomplishments. • Describe the importance of developing workplace skills. • Describe the importance of continual reflection on job productivity and effectiveness. • Describe the importance of continual learning on the job. • Describe the importance of flexibility in career plans. 		
Expectations for Learning: Level 1: Evaluate skill sets and accomplishments. Level 2: Identify how to improve productivity, effectiveness and flexibility in career planning.		

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Topic	Being successful in a career requires demonstrating emotional intelligence and working in a diverse workforce and work environment.
Benchmark	Demonstrating professional workplace skills and interacting with a diverse workforce is critical to workplace success.
<p>Competencies:</p> <ul style="list-style-type: none"> • Describe how to demonstrate respect for the feelings and beliefs of others. • Demonstrate appropriate social skills for the workplace. • Demonstrate effective interpersonal skills. • Demonstrate how to interact with internal and external customers. • Demonstrate professionalism and how to be appropriately assertive. • Demonstrate the ability to work in a diverse environment. • Describe techniques for eliminating bias and stereotyping. • Describe the importance of diversity at work. • Function as a member of a diverse workforce. 	
<p>Expectations for Learning</p> <p>Level 1: Demonstrate emotional intelligence skills in the workplace and school.</p> <p>Level 2: Function in a diverse environment and as a member of a diverse team.</p>	

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Topic	Demonstrating effective communications skills involves developing oral and written (including electronic) communication skills, communicating effectively with customers, managing conflict, using feedback appropriately and choosing appropriate communications channels and strategies.	
Benchmark	Effective communications skills are essential to success in any career.	
Competencies: <ul style="list-style-type: none"> • Demonstrate effective oral communications. • Demonstrate effective written communications. • Determine appropriate etiquette for electronic communication. • Demonstrate effective grammar, spelling and technical writing skills. • Explain the importance of the customer and of customer service. • Demonstrate customer service skills. • Demonstrate the ability to give and receive constructive criticism. • Describe how to use feedback to improve performance. • Demonstrate the ability to both avoid and manage conflict. • Adapt style of communication to a targeted audience. • Use networking techniques to develop professional relationships. • Articulate thoughts and ideas effectively using oral, written and nonverbal communication skills in a variety of contexts and forms. • Use communication skills for a range of purposes (e.g. to inform, instruct, persuade). • Use multiple communication strategies and judge the effectiveness of each for a specific situation. • Choose appropriate communication channel based on the purpose of the communication as well as the audience. • Describe the critical nature of electronic workplace communications. • Communicate effectively in diverse environments. 		

Expectations for Learning:

Level 1: Demonstrate effective oral and written communication skills.
Level 2: Choose appropriate communication channels and strategies for selected audiences.

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Topic	Implementing teamwork skills involves functioning as team member and leader, working in cross-functional and/or diverse teams, developing conflict resolution and negotiation skills, evaluating team work and accepting shared responsibility for it and demonstrating flexibility and open-mindedness.	
Benchmark	Successful teamwork includes functioning as a team member and a team leader.	
Competencies: <ul style="list-style-type: none"> • Describe teamwork as it occurs in various situations. • Identify characteristics of a team player. • Work in cross-functional teams. • Participate as a team member. • Acknowledge other team members' contributions. • Add to other team members' contributions. • Assist team members as needed. • Develop conflict resolution skills. • Use consensus building skills. • Develop collaboration and facilitation skills. • Demonstrate how to create trust. • Negotiate agreements. • Evaluate team processes. • Encourage team building. • Motivate team members. • Demonstrate the ability to work with diverse teams. • Exercise flexibility and an open mind in making decisions for a common goal. • Assume shared responsibility for work done with teams. 		
Expectations for Learning: Level 1: Demonstrate teamwork skills through team participation. Level 2: Lead teams.		

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Topic	Leading requires communicating a vision that inspires others to reach shared goals, exhibiting passion for the vision and leading by example, enabling change in an organization and demonstrating adaptability and a goal orientation.	
Benchmark	Effective and passionate leadership is critical to the success of a team, project or business.	
Competencies:		
Expectations for Learning:		

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Topic	Thinking critically and solving problems require the ability to identify the problem, use creativity and innovation to determine alternative solutions, analyze connected systems if needed, analyze evidence and points of view related to various solutions, choose an alternative and evaluate results.	
Benchmark	The abilities to analyze, learn, think critically and creatively, and solve problems are critical to success in life and career.	
<p>Competencies:</p> <ul style="list-style-type: none"> • Employ problem-solving skills to identify problems and formulate solutions. • Demonstrate critical thinking techniques. • Combine critical thinking and team building skills to solve problems. • Evaluate and adjust plans and schedules to respond to unexpected events and conditions. • Use creativity and innovation. • Use ethical, safety and societal factors in making decisions. • Analyze methods to learn how to learn. • Effectively analyze and evaluate evidence, arguments, claims and beliefs. • Analyze major alternatives of points of view. • Interpret information and draw conclusions. • Choose a solution for a problem and evaluate its results. • Reflect critically on learning experiences and processes. • Solve problems in innovative ways. • Identify and ask important questions. • Analyze how parts of a whole interact with each other to produce overall outcomes in systems. • Use various types of reasoning (inductive, deductive) as appropriate to the situation. 		

Expectations for Learning:

Level 1: Demonstrate critical-thinking, problem-solving and decision-making skills.

Level 2: Demonstrate creativity and innovation in problem-solving and workplace initiatives.

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Topic	Using technology to collaborate with others and research and solve problems creatively requires understanding of digital media, product and process design, technology systems and operations, ethical, legal, accurate and persuasive use of media, and researching and presenting information.	
Benchmark	Technology provides opportunities to collaborate solve problems and create innovative products and solutions.	
<p>Competencies:</p> <ul style="list-style-type: none"> • Demonstrate creative thinking to develop innovative products and processes using technology. • Use digital media environments to communicate and work collaboratively, including at a distance. • Collaborate with peers, experts and other using interactive technology. • Demonstrate knowledge of technology concepts, systems and operations. • Use information accurately and creatively to solve problems. • Analyze media messages. • Describe the legal and ethical issues surrounding use of technology. • Collect and analyze data to identify trends, solutions and make informed decisions. • Apply digital tools to gather, evaluate and present information. • Use multiple processes and diverse perspectives to explore alternative solutions. 		
<p>Expectations for Learning:</p> <p>Level 1: Use technology legally and ethically to research, evaluate, and report information.</p> <p>Level 2: Collaborate with others using a variety of digital media and interactive technology.</p>		

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Topic	Managing personal health and wellness involves setting and achieving personal health and wellness goals, demonstrating behaviors that foster healthy, active lifestyles, and using critical thinking skills to help maintain emotional and mental health.	
Benchmark	Managing health increases personal and professional productivity.	
Competencies:		
Expectations for Learning:		
<ul style="list-style-type: none"> • Use critical thinking skills related to personal wellness and health. • Demonstrate goal setting and achievement for personal health and well-being. • Demonstrate behaviors that foster healthy, active lifestyles. • Describe strategies to maintain emotional and mental health. 		
<p>Level 1: Demonstrate critical thinking skills related to personal wellness and health.</p> <p>Level 2: Develop strategies to maintain emotional and mental health and an active lifestyle.</p>		

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Topic	Transitioning to the workplace requires demonstration of a variety of workplace skills including productivity, initiative, self-management, self-direction, goal setting and achievement, honesty, integrity, accountability, innovation, adaptability, following workplace policies and procedures, active listening, embracing change and adaptability.	
Benchmark	Development of effective workplace skills helps to successfully transition to the workplace.	
Competencies: <ul style="list-style-type: none"> • Complete work-related duties within an ethical framework. • Assess the implications of ethical and unethical behavior. • Work productively with others. • Use different perspectives to increase innovation and quality of work. • Deliver a quality job performance on time. • Demonstrate accountability for individual performance. • Demonstrate initiative, self-direction and self-management. • Set and achieve high goals and standards. • Use time efficiently. • Use interpersonal skills to influence and guide others toward a goal. • Leverage the strengths of others to accomplish a common goal. • Demonstrate honesty and integrity. • Demonstrate mental, physical and emotional preparedness to accomplish a task. • Adapt to varied roles, responsibilities and expectations. • Work effectively in a climate of ambiguity and changing priorities. • Demonstrate appropriate risk-taking. • Explain how to learn from mistakes. • Explain the importance of employer policies and procedures (dress code, attendance, leave, etc.). • Demonstrate respect for others. 		

<ul style="list-style-type: none">• Demonstrate active listening skills.• Project a positive attitude and healthy self-esteem.• Maintain professionalism.• Use feedback constructively• Embrace change• Use failure as an opportunity for success.	
<p>Expectations for Learning: Level 1: Identify effective workplace skills. Level 2: Demonstrate effective workplace skills and continually evaluate performance of those skills.</p>	