

Critical Workplace Skills Scope and Sequence

Unit One - *Career and Placement Preparation*

1. Resume Preparation
2. Letter of Application
3. Job Application
4. Interview Questions
 - Dress for Success
 - Work-Based Learning Site Goals

Unit Two - *Legal and Safety*

1. Labor Laws
 - Sexual Harassment Laws
 - Discrimination Laws
2. Workers Compensation – Senate Bill 28, 1996
3. Safety in the Workplace
4. Confidentiality in the Workplace
5. Required Forms*
 - Learning/Skills Grid
 - Training Agreement
 - Confidentiality Agreement
 - Transportation Form
 - IEP Form, Where Applicable
 - Others

Unit Three - *Professional Character*

1. Ethics
 - Self-Esteem
 - Self-Management
 - Integrity/Honesty
2. Positive Attitude
3. Goal Setting

Unit Four - *Interpersonal Communication*

1. Use of Technology in the Workplace
2. Conflict Resolution
3. Teamwork Skills

Unit Five - *Analysis and Evaluation*

1. Goal Evaluation, Career Research and Future Plan
2. Evaluation of WBL Experience – journals, portfolios, reports, etc.
 - Employer Evaluation
 - Self Evaluation
3. Research and Evaluation of Career Interest Areas
 - CTE Career Pathways
 - UtahFutures

*MUST BE COMPLETED PRIOR TO THE STUDENT BEGINNING WORK-BASED LEARNING EXPERIENCE