B.E. Publishing

Correlations to *Career Explorations* to
Precision Exams: 21st Century Success Skills (300)

DESCRIPTION

The 21st Century Success Skills standards represent the fundamental, yet critical, personal traits, knowledge, and skills that each person should possess to successfully transition from secondary education into the workforce and post-secondary education, and are to be continually developed throughout one's life. These skills and knowledge can be applied to any industry or subject matter and can be taught together with any other course.

STANDARD		CORRELATING PAGES
(STANDARD 1) Candidate will understand and demonstrate the personal traits that encourage productivity, quality work, self-initiative, and employability. Applies personal traits to all situations. Understand that these traits must be practiced and developed.		
Objective 1:	Understand how a positive attitude effects the work environment.	
	1. Describe how having a positive and negative attitude can affect the work environment.	Ch. 12 pg. 188-189 Orientation and Training
	2. Identify ways to deal with challenges at work.	Ch. 8 pg. 119-121 Resolve Conflicts
	3. Identify ways to deal with conflict involving others at work.	Ch. 8 pg. 119-121 Resolve Conflicts
	4. Identify how attitude can affect one's ability to learn new things.	Ch. 3 pg. 41 Having a Growth Mindset, Ch. 6 pg. 82 Positivity
Objective 2:	Understand how a positive attitude effects the work environment.	
	1. Explain the importance of working and thinking independently.	Ch. 6 pg. 79-82 Demonstrating Employability Skills
	2. Identify the consequences of being self-motivated and self-disciplined.	Ch. 3 pg. 38 Turning a Goal into an Action Plan, pg. 38-39 Steps for Achieving Your Goals
	3. Identify how to be helpful by finding ways to provide value at work.	Ch. 6 pg. 79-82 Demonstrating Employability Skills (Responsibility)
	4. Explain the value of self-improvement and continuous learning both professionally and personally.	Ch. 3 pg. 41 Having a Growth Mindset, Ch. 8 pg. 128-130 Professional Development
	5. Understand the importance of doing your best work while being paid by an employer.	Ch. 6 pg. 79-82 Demonstrating Employability Skills (Positivity)

Objective 3:	Understand the importance of dealing honestly and with integrity in all situations.	
	1. Explain the importance of taking responsibility for own actions.	Ch. 6 pg. 79-82 Demonstrating Employability Skills (Responsibility)
	2. Identify consequences of acting with honesty and integrity.	Ch. 6 pg. 79-82 Demonstrating Employability Skills (Dependability), Ch. 7 pg. 106-108 Ethics of Workplace Technology
Objective 4:	Understand the importance of being dependable in all situations.	
	1. Explain the importance of regular and on-time attendance.	Ch. 6 pg. 79-82 Demonstrating Employability Skills (Dependability)
	2. Explain the importance of completing assigned tasks on-time.	Ch. 6 pg. 83 Time Management
	3. Explain the importance of making and keeping commitments.	Ch. 6 pg. 79-82 Demonstrating Employability Skills (Responsibility)
	4. Identify consequences of being dependable.	Ch. 6 pg. 79-82 Demonstrating Employability Skills (Dependability)
Objective 5:	Understand the role of respect in the work environment.	
	1. Explain the importance of respect for others as individuals.	Ch. 6 pg. 79-82 Demonstrating Employability Skills (Respect), pg. 86-88 Diversity in the Workplace
	2. Explain the importance of respect for other's time and possessions.	Ch. 6 pg. 79-82 Demonstrating Employability Skills (Respect), Ch. 7 pg. 106-108 Ethics of Workplace Technology
	3. Identify the difference between personal time and work time.	N/A
	4. Identify the appropriate use of work time.	Ch. 6 pg. 83 Time Management
Objective 6:	Understand the importance of being adaptable and flexible in the work environment.	
	1. Identify how to handle change and setbacks.	Ch. 3 pg. 41 Having a Growth Mindset, Ch. 8 pg. 119-121 Resolve Conflicts
	2. Explain the importance of being teachable.	Ch. 8 pg. 130 The Benefits of Professional Development
	3. Understand the importance of seeking and accepting feedback.	Ch. 5 pg. 65 Offering Constructive Criticism; Writing
	4. Identify ways to resourcefully produce results regardless of challenges or tedious tasks.	Ch. 6 pg. 79-82 Demonstrating Employability Skills

Objective 7:	Understand the importance of acting professionally in a work environment.	
	1.	Identify how to dress appropriately for interviews.	Ch. 12 pg. 185 Dressing for an Interview
	2.	Identify how to dress appropriately for different work situations.	Ch. 12 pg. 185 Dressing for an Interview
	3.	Explain the importance of using appropriate and non-discriminatory language in a work environment.	Ch. 6 pg. 86-88 Diversity in the Workplace, Ch. 12 pg. 190 Complying with Rules, Laws, and Regulations
	4.	Explain the importance of using appropriate body language in a work environment.	Ch. 5 pg. 67 Nonverbal Strategies

(STANDARD 2) Candidate will understand and demonstrate how to search for and locate information for any given subject. Understand that finding information on a subject (research) is a fundamental part of everyday life and work, and that effective research skills enhance work and personal life.

Objective 1:	Demonstrate how to develop and ask the appropriate questions to get the information that is needed.	
	1.	Understand that information can consist of, or come from, any relevant data, evidence, knowledge, circumstances, surroundings, etc., that adds to your understanding.	Ch. 5 pg. 70-71 Writing
	2.	Focus question development on a specific situation.	Ch. 5 pg. 70-71 Writing
	3.	Properly use interrogative questions to research the needed information (who, what, where, why, when, which, how).	Ch. 5 pg. 70-71 Writing, Ch. 9 pg. 136-137 Determining Your Research Objectives
	4.	Understand the pros and cons of using the following questioning strategies: 1. Yes and no questions 2. Probing questions 3. Leading questions	N/A
Objective 2:	Understand how to gather and determine if information is relevant.	
	1.	Locate and gather information in printed and digital formats from various sources, including: 1. Different search engine results 2. Libraries, colleges, and universities 3. Community and industry groups, associations, publications, and businesses 4. Subject matter experts	Ch. 5 pg. 70-71 Writing, Ch. 9 pg. 140-146 The Job Search Process
	2.	Differentiate between primary, secondary, and tertiary sources, and understand the basic pros and cons of each source type.	Ch. 5 pg. 70-71 Writing
	3.	Understand the difference between quantitative and qualitative information.	N/A

	4.	Understand the difference between relevant and credible sources versus irrelevant and questionable sources.
		   1. Understand how and why (for what purposes) different information (messages, content, media, advertising, research, etc.) is developed and presented.
		   2. Recognize bias or spin within the messages presented.
		   3. Recognize when information becomes propaganda and how it might influence beliefs and behaviors.
		   4. Identify the difference between fact and opinion.
			Ch. 5 pg. 70-71 Writing, Ch. 7 pg. 105-106 Digital Citizenship

Objective 3:		Understand the ethical and legal issues surrounding the access and use of information.	
	1.	Explain basic copyright and fair use laws, including that the citation of copyrighted material without authorization is still unlawful.	Ch. 7 pg. 106-108 Ethics of Workplace Technology, pg. 109-111 Navigating Copyright and Intellectual Property
	2.	Explain the difference between paraphrasing and plagiarism.	Ch. 7 pg. 106-108 Ethics of Workplace Technology, pg. 109-111 Navigating Copyright and Intellectual Property
	3.	Explain the importance of providing proper citation for sources, including that the citation of copyrighted material without authorization is still unlawful.	Ch. 7 pg. 106-108 Ethics of Workplace Technology, pg. 109-111 Navigating Copyright and Intellectual Property
(STANDARD 3) Candidate will understand how to critically think and objectively analyze information.			
Objective 1:		Understand and demonstrate how to read, monitor, and interpret information presented in various formats or tools (i.e. news articles, journal articles, charts, graphs, tables, flow charts, gauges, dials, signs, controls, etc., that may be found in various work situations).	Ch. 5 pg. 69-70 Listening, pg. 70-71 Writing, pg. 73-74 Common Professional Documents
Objective 2:		Apply critical thinking skills to objectively evaluate and analyze information.	
	1.	Understand how bias and ego can affect objective reasoning.	Ch. 6 pg. 86-88 Diversity in the Workplace, Ch. 7 pg. 105-106 Digital Citizenship
	2.	Distinguish between fact and opinion.	N/A
	3.	Recognize past and current trends, patterns, or cycles in research.	Ch. 2 pg. 27 Conducting Job Outlook Research

	4.	Understand and apply different reasoning methods appropriate to the situation to logically analyze and test assumptions.
		   1. Understand and apply cause and effect reasoning (or "if, then" logic) - Understand the consequences of possible solutions (intended or unintended), including how those solutions will impact others.
		   2. Understand and apply the concept of "opportunity costs".
		   3. Understand and apply the "pros versus cons" methodology.
		   4. Understand and apply inductive reasoning or "generalizing" (inductive reasoning takes specific observable instances and creates a general rule/law from those specific instances).
		   5. Understand and apply deductive reasoning or "deduction" (deductive reasoning takes a generally known rule/law and applies that rule to specific observable instances).
			Ch. 3 pg. 39-40 The Decision-making Process, Ch. 8 pg. 119-122 Resolve Conflicts

Objective 3:	Demonstrate how to organize information for useful analysis.		
	1.	Identify needed and relevant information from irrelevant information.	Ch. 5 pg. 70-71 Writing, Ch. 9 pg. 136-137 Determining Your Research Objectives
	2.	Understand how to use appropriate technologies for the situation to help organize and evaluate information.	Ch. 5 pg. 70-71 Writing, Ch. 9 pg. 140-146 The Job Search Process
	3.	Conceptualize and reorganize gathered information into useful forms.	Ch. 5 pg. 73-74 Common Professional Documents
	4.	Narrow the gathered research by categorizing it into appropriate sub-groups.	N/A
(STANDARD 4) Candidate will understand how to relate the analysis of information to different situations (problem solving).			
Objective 1:	Use creative thinking as part of the problem-solving process.		
	1.	Use "brainstorming" and "thinking outside the box" techniques to develop new ideas and ways of looking at the gathered information related to the problem to be solved.	Ch. 6 pg. 85-86 Working with Professional Groups
	2.	Identify ways to understand the information from another's point-of-view (i.e. a customer, colleague, peer, teacher, family, etc.)	Ch. 6 pg. 85-86 Working with Professional Groups, pg. 86-88 Diversity in the Workplace
	3.	Understand the importance of asking questions which challenge prevailing assumptions, including one's own assumptions and ideas.	Ch. 6 pg. 85-86 Working with Professional Groups
	4.	Identify and ask clarifying questions that may lead to better solutions (ex. Who will do x? What will happen if x? Where will x be located? Why will x work? When could x be done? Which x works best? How will x happen?)	Ch. 6 pg. 85-86 Working with Professional Groups, Ch. 8 pg. 118-122 Teamwork and Collaboration

Objective 2:	Apply the analysis of information to make decisions regarding the problem to be solved, include the following steps:	
	1.	Identify multiple alternative solutions.	Ch. 3 pg. 39-40 The Decision-making Process, Ch. 8 pg. 118-122 Teamwork and Collaboration
	2.	Analyze the consequences of possible solutions (intended or unintended), including how those solutions will impact others.	Ch. 3 pg. 39-40 The Decision-making Process, Ch. 8 pg. 118-122 Teamwork and Collaboration
	3.	Make a decision based on achieving the desired results.	Ch. 3 pg. 39-40 The Decision-making Process, Ch. 8 pg. 118-122 Teamwork and Collaboration

(STANDARD 5) Candidate will understand how to apply the decisions/results made from the analysis of information by effectively communicating those decisions/results to others, and work with others to achieve desired outcomes.

Objective 1:	Understand how to effectively manage projects.	

	1.	Set and meet S.M.A.R.T. goals, even in the face of obstacles and competing pressures.
		   1. Specific – focused on a specific thing
		   2. Measurable – can be quantified in some way
		   3. Achievable – can be realistically accomplished with the means and time available
		   4. Relevant – it will make a difference and applies appropriately to the desired outcome
		   5. Timely – timeframe when results should be achieved
			Ch. 3 pg. 33 SMART Goals

	2.	Plan and prioritize tasks and workflow to achieve desired outcomes.	Ch. 6 pg. 83 Time Management
	3.	Understand how to manage multiple projects during the same period of time.	Ch. 6 pg. 83 Time Management
Objective 2:	Understand how to effectively communicate to others.	

	1.	Clearly document and communicate the problem or question to be solved and the identified solution.
		   1. Identify appropriate ways to explain the problem or question to others.
		   2. Identify the true purpose and intent of solving the problem or question.
		   3. Identify the potential effects and consequences of the purposed solution on others.
			Ch. 6 pg. 85-86 Working with Professional Groups, Ch. 8 pg. 118-122 Teamwork and Collaboration

	2.	Understand the importance of identifying the intended/target audience(s), including their: viewpoints, experiences, circumstances, background, culture, environments, and demographics when communicating.	Ch. 5 pg. 64-67 Communication Skills, pg. 71-72 Types of Language

	3.	Understand verbal and non-verbal communication. 1. Verbal communication (ex. communicate with confidence, tone of voice, word emphasis, voice inflection, questioning, word choices, sighing, etc.) 2. Non-Verbal communication (ex. eye contact, body language, posture, facial expressions, gestures, spatial proximity, touching/physical contact, slow movement, etc.)	Ch. 5 pg. 64-67 Communication Skills, pg. 71-72 Types of Language

	4.	Understand how to clearly and concisely communicate in writing form as appropriate for the situation (ex. resume, general letter, set of instructions, basic presentation, email, persuasive letter, business report).
		1. (using proper grammar, spelling, capitalization, word choice, etc.)
		2. Apply the four basic parts of writing to any written communication. The four basic parts are:
		  1. Basic information (title, author, contact information)
		  2. Introduction (quick statement of purpose and intent to entice attention)
		  3. Body (presentation of details related to one's intent)
		  4. Conclusion (focused summary of most important parts of content, including one's findings, recommendation, and/or call to action)
			Ch. 5 pg. 70-71 Writing

	5.	Understand the use of basic productivity software, and how to determine which software to use for the intended purpose, including: 1. Word processor software 2. Spreadsheets software 3. Presentation software	Ch. 7 pg. 98-100 Technology in the Workplace
Objective 3:	Understand how to effectively and respectfully interact and collaborate (work) with others.		
	1.	Identify how to properly collaborate with others (teamwork). 1. Value the individual contributions of each group member including new and diverse perspectives. 2. Show sensitivity to differences in viewpoints, culture, and demographics. 3. Actively participate and contribute in group discussions and assignments. 4. Proactively accept and complete assigned tasks. 5. Understand the importance of having a positive attitude while working in group situations. 6. Respectfully accept and incorporate input and feedback from others about one's own work.	Ch. 6 pg. 85-86 Working with Professional Groups, Ch. 8 pg. 118-122 Teamwork and Collaboration

	2.	Understand the role of active listening in effective interpersonal communication and identify active listening skills (ex. eliminate distractions, pay attention, don't interrupt, take notes as appropriate, clarify/summarize what has been heard).	Ch. 5 pg. 69-70 Listening
	3.	Understand how to appropriately work with challenging situations involving other people (client/customer, coworker, boss, peer), by doing the following: 1. Build a relationship of trust by finding common ground 2. Validate other's points of view 3. Show empathy and understanding 4. Do not minimize the individual's problem/concern (ex. use "and" vs. "but") 5. Identify the root cause of the problem 1. Ensure understanding by clarifying the individual's statements using appropriate questioning and listening techniques (ask open ended questions to narrow the scope of the problem, restate what is said to verify understanding) 2. Identify if the root cause of the problem is a workplace practice/procedure vs. personal behavior 6. Avoid using absolutes such as "always" and "never" 7. Avoid arguing with the individual while interacting with them 8. Provide possible solutions, either in part or complete 9. Provide ways for follow-up or next steps 10. Show appreciation for willingness to work through the problem	Ch. 6 pg. 85-86 Working with Professional Groups, Ch. 8 pg. 118-122 Teamwork and Collaboration
Objective 4:	Identify the qualities of a good leader.		
	1.	Expects and encourages positive personal traits and quality results from one's self and from others	Ch. 8 pg. 124-127 Leadership
	2.	Is positive about others' abilities and efforts, and gives credit to others	Ch. 8 pg. 124-127 Leadership
	3.	Listens to others' ideas and leverages the strengths of others to accomplish a common goal	Ch. 8 pg. 124-127 Leadership
	4.	Demonstrates integrity and ethical behavior when using influence and power	Ch. 8 pg. 124-127 Leadership, Ch. 12 pg. 191 Employer Responsibilities
	5.	Willing to do any tasks that the leader asks others to do	Ch. 8 pg. 124-127 Leadership

	6.	Continuously seeks to learn and improve self	Ch. 3 pg. 41 Having a Growth Mindset, Ch. 8 pg. 124-127 Leadership
	7.	Demonstrates courage by making tough decisions and not making excuses when things do not go as planned	Ch. 8 pg. 124-127 Leadership
Objective 5:	Identify how to effectively lead a meeting.		
	1.	Provide a meeting agenda to participants	Ch. 8 pg. 118-122 Teamwork and Collaboration, pg. 123 Utilize Collaboration Tools
	2.	Start and stop on-time	Ch. 8 pg. 118-122 Teamwork and Collaboration
	3.	Provide clear purpose for meeting	Ch. 8 pg. 118-122 Teamwork and Collaboration
	4.	Allow enough time to discuss desired topics	Ch. 8 pg. 118-122 Teamwork and Collaboration
	5.	Encourage participation from all meeting attendees	Ch. 8 pg. 118-122 Teamwork and Collaboration
	6.	Make specific assignments to specific individuals/groups (action items)	Ch. 8 pg. 118-122 Teamwork and Collaboration
	7.	Record decisions and assignments	Ch. 8 pg. 118-122 Teamwork and Collaboration
	8.	Set a plan to follow-up on action items and decision results	Ch. 8 pg. 118-122 Teamwork and Collaboration