



# Level 2: WORKPLACE READINESS Skills Online Curriculum



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## California Career Ready

This curriculum has been customized for California Career Ready Assessment and the 12 standards for California Career Ready Practice



Prepare any student for any career using the lens of your program

Prepare students to become lifelong learners & expand career options

Crucial, foundational techniques that students will build upon throughout their professions & lives

Focus on individual aptitude & character strengths

## Workplace Behavioral Expectations with Career Exploration Techniques

### Workplace Readiness Skills

1. Creativity and Innovation
2. Critical Thinking and Problem Solving
3. Initiative and Self-Direction
4. Integrity
5. Work Ethic
6. Conflict Resolution
7. Listening and Speaking
8. Respect for Diversity
9. Customer Service Orientation
10. Teamwork
11. Big-Picture Thinking
12. Career and Life Management
13. Continuous Learning and Adaptability
14. Efficiency and Productivity
15. Information Literacy
16. Information Security
17. Information Technology
18. Job-Specific Tools and Technologies
19. Mathematics
20. Professionalism
21. Reading and Writing
22. Workplace Safety

## USE AS A TEST PREP

CTECS also offers the Workplace Readiness Skills Assessment, called the California Career Ready Assessment in California.

Curriculum and Assessment are based on the same skills.

Member states are offering the assessment as an industry-recognized credential.

Teach the curriculum as a complement to your program.



## EMBEDS SOCIAL AND EMOTIONAL LEARNING (SEL) & CAREER EXPLORATION

Social and emotional standards and values create a fundamental link between the adolescent and career choices, and yet these skills are not often taught in schools at this crucial stage in human development. If they are addressed, they are not often taught evenly or adequately. These are the traits that are most closely tied to identity and most useful in successfully determining a pathway into a career.

SEL skills are always required, but learners must strengthen them throughout their lives.



## INSTRUCTION

To support instruction, we offer modules through an LMS that teachers can use to deliver activities and vocabulary, linking them to informational resources, videos and games when appropriate. Activities were created with ease of use in mind. They should be infused into any classroom, regardless of discipline, to thoroughly enrich a student's perspective of career exploration and workplace readiness.

Also a great option for distance learning.



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Perfect for  
**Grades 10-12:**  
students transitioning  
into postsecondary  
or  
careers



## BENEFITS

While students might be trained to be technically-ready to perform their skill set, they often need assistance and guidance to be professionally-ready for any workplace. The CTECS Workplace Readiness Skills (WRS) package from CTECS ensures they are aware of and prepared for the many real-world aspects of their professions.

The WRS package offers an online test, a credential for successful completion, and now, instructional resources or curriculum.