
Career Readiness

Starting Your Program

Objectives:

- Use helpful resources such as the Virtual Library and tutoring services
- Develop important study and time management skills
- Identify your preferred study aids and learning styles
- Outline a plan for completing your program and the goals you want to achieve

Integrity

Objective:

- Explain how integrity and dependability lead to respect and how to be productive in a work environment

Professionalism and Adaptability

Objective:

- Identify the elements of professionalism within a work environment and how to manage changes

Respect

Objective:

- Explain how positive and negative reactions to diversity can impact a workplace and the importance of respect

Communication Skills

Objective:

- Describe the importance of communication, best practices for clarity, and strategies for overcoming language barriers

Teamwork

Objective:

- Explain team members' roles, teamwork skills, leadership, and conflict resolution strategies

Planning and Organizing

Objective:

- Describe effective time-management, organization, and goal-setting strategies

Decision Making and Problem Solving

Objective:

- Explain the decision-making process, strategies for good decision making, and the escalation of problems

Customer Focus

Objective:

- Describe customer service and the skills needed to provide customers with a positive experience

Working with Tools and Technology

Objective:

- Describe the safe use of workplace tools and technology and how to adapt to changes