

# Nebraska Department of Education Career Ready Practice Standards

Career Student Organization: Family, Career, and Community Leaders of America (FCCLA)

Event or Program: State Officer Leadership Academy (SOLA)

## 1. Students Should Contribute to Employer and Community Success

### A. Personal Responsibility

- 1. Takes responsibility for individual and shared group work tasks.
- 2. Models behaviors that demonstrate reliability, dependability and commitment to the organization.
- 3. Pursues results with personal energy and drive to completion.

### B. Meets Workplace Expectations

- 1. Arrives on time to work, appointments or meetings adequately prepared and appropriately dressed.
- 2. Complies with workplace policies, norms/culture, procedures and protocols.
- 3. Exhibits professional etiquette in all interactions.
- 4. Understands the importance of health, safety, human resource and environmental regulations.

### C. Civic Responsibility and Service

- 1. Participates in leadership and teamwork opportunities available through professional organizations and community groups/boards/committees.
- 2. Engages in local government through attendance, participation and service.
- 3. Demonstrates a respect for laws and regulations and those who enforce them.

**Evidence:** The State Officer Team works together to set goals and direction for the organization not only on their own individual actions, but through the encouraged efforts of other stakeholders in the organization.

## 2. Students Should Apply Appropriate Academic and Technical Skills

### A. Academic Attainment

- 1. Demonstrates proficiency in the academic core standards. (Mathematics, English, Language Arts, Science, Social Studies)
- 2. Reads and comprehends written material in a variety of forms and levels of complexity.
- 3. Completes secondary courses to meet high school graduation requirements.
- 4. Assimilates and applies new learning, knowledge and skills.

### B. Technical Skill Attainment

- 1. Identifies the training, education and certification requirements for entrance and advancement in a chosen occupation.
- 2. Completes a career and technical education program of study.
- 3. Passes certification tests to qualify for licensure and or certification in a chosen occupational area.

### C. Strategic Thinking

- 1. Practices reasoning and systems-level thinking to deal with varied concepts and complexity.
- 2. Analyzes elements of a problem situation to develop solutions.
- 3. Uses acquired academic and technical skills to improve a situation or process.
- 4. Seeks to enhance knowledge and skills through ongoing professional development.

**Evidence:** The State Officer Team analyzes current practices from Nebraska as well as other State Association to think strategically about progress and methods for moving forward.

## 3. Students Should Make Sense of Problems and Persevere In Solving Them.

### A. Perceptiveness

- 1. Accurately defines a problem or issue.
- 2. Recognizes factors, constraints, goals and relationships in a problem situation.
- 3. Identifies irregularities in processes and environments and seeks to understand their cause.

### B. Problem Solving

- 1. Presents multiple solutions to the problem based on evidence and insights.
- 2. Evaluates solutions and determines the potential value toward solving the problem.
- 3. Employs critical thinking skills independently and in teams to solve problems and make decisions.

### C. Perseverance/Work Ethic

- 1. Establishes and executes plans to completion even when faced with setbacks.
- 2. Requires minimal supervision to successfully complete tasks on schedule.
- 3. Prioritizes tasks to ensure progress toward stated objectives.

**Evidence:** The State Officer Team works independently, considers evaluations of the organization and then works to determine methods to resolve issues, change perceptions, grow programs, etc.

## 4. Students Should Demonstrate Innovation and Creativity

### A. Creativity

1. Uses information, knowledge and experience to generate original ideas and challenge assumptions.
2. Initiates brainstorming to generate ideas to solve problems or maximize opportunities.
3. Appreciates new and creative ideas of others.
4. Knows when to curb the creative process and begin implementation.

**B. Innovation**

1. Searches for new ways to improve the efficiency of existing processes.
2. Determines the feasibility of improvements for ideas and concepts.
3. Accepts and incorporates constructive criticism into proposals for innovation.
4. Takes informed risks to introduce innovation while understanding the limits of authority.

**Evidence:** By using the leadership development sessions, the State Officers work to create plans to innovatively solve problems within the organization. They set parameters for meetings including meeting norms as well as sharing their comfort with ideas and willingness to stretch current mindset.

**5. Students Should Use Technology Productively**

**A. Data Gathering, Access and Management**

1. Uses various methods to search for valid, relevant data to complete workplace tasks.
2. Evaluates Internet resources for reliability and validity.
3. Develops and uses a consistent approach for managing data.

**B. Tools and Applications**

1. Uses the appropriate technology tools for conveying information, solving problems and expediting workplace processes.
2. Demonstrates the technology skills needed for a chosen career field.
3. Identifies the workplace value of technology tools and applications.

**C. Technology Ethics**

1. Understands the ethical uses of information and technology related to privacy, intellectual property and workplace issues.
2. Uses computer and Internet protocols that ensure cyber security and confidentiality of private information.
3. Abides by organizational policies on the acceptable use of workplace technology.

**Evidence:** State Officers use technology to accomplish tasks as well as learning new technology resources for use during the year.

**6. Students Should Model Ethical Leadership and Effective Management**

**A. Leadership**

1. Employs organizational development skills to foster positive working relationships and accomplish goals.
2. Enlists the support of others to accomplish a goal.
3. Models the positive attributes of effective leaders (e.g. self awareness, self-regulation, motivation, empathy and social skills)

**B. Ethics**

1. Considers the ethical implications of decisions and actions and their impact on personal reputation and credibility.
2. Recognizes personal and long-term workplace consequences of unethical or illegal behaviors.
3. Practices ethical behavior at all times and complies with organizational code of conduct.

**C. Management**

1. Differentiates between leadership and management.
2. Determines the objectives, parameters and deadlines involved in managing a project prior to beginning work.
3. Develops personal management skills to function effectively and efficiently.

**Evidence:** State Officers go through intensive leadership training to learn new skills, evaluate themselves and their peers, and apply best practices to their life and leadership. These skills are utilized not only throughout this conference and year as leaders of the organization, but well beyond into life.

**7. Students Should Attend To Personal And Financial Well-Being**

**A. Personal Well-Being**

1. Recognizes the value of a wide range of knowledge and experiences from the arts, culture and humanities to promote intellectual curiosity.
2. Follows a personal wellness plan that includes healthy eating, exercise and disease prevention.
3. Builds positive social relationships with supportive friends and family in a community.

**B. Financial Well-Being**

1. Analyzes choices available to consumers for saving and investing.
2. Develops a personal budget that aligns to near-term and long-term priorities.
3. Establishes a good credit history by using credit responsibly.
4. Understands principles of insurance and identified appropriate coverage.
5. Makes wise consumer purchasing decisions and avoids fraudulent financial practices.

6. Files and pays local, state and federal taxes in a correct and timely manner.

**Evidence:** All CTSOs collaborate and grow together during formal and informal conversations throughout.

## 8. Students Should Communicate Effectively and Appropriately

### A. Speaking

1. Asks pertinent questions to acquire or confirm information.
2. Demonstrates interpretation of verbal and non-verbal messages in a conversation.
3. Converses with diverse individuals in an all-inclusive manner to foster positive relationships.
4. Practices active and attentive listening skills.

### B. Writing

1. Produces clear and coherent written communication in which the development, organization and style are appropriate to task, purpose and audience.
2. Composes focused written documents such as: agendas, audio-visuals, bibliographies, drafts, emails, forms, notes, oral presentations, reports and technical documents.
3. Constructs a well-reasoned position, based on an openness to new information and ideas, to support a theory or validate point of view.

### C. Presentations

1. Prepares presentations to provide information for specific purposes and audiences.
2. Delivers presentations that sustain listeners' attention and interest.
3. Uses technology appropriately to effectively present information.

### D. Professional Etiquette

1. Uses professional etiquette and observes social protocols when communicating.
2. Practices appropriate use of social media in personal and professional environments.
3. Uses proper word choice and tone when communicating to superiors, customers/clients and co-workers.

### E. Customer Service

1. Establishes positive relationships with internal/external customers.
2. Identifies and addresses customer's needs and wants.
3. Recommends appropriate products and services.
4. Uses effective follow-up techniques to assure that the needs of the customer have been met.

**Evidence:** State Officers work to plan, present, and evaluate a presentation on a given topic. Their presentation skills are improved through the leadership training received earlier in the week. In addition, they learn and practice etiquette including that used while eating and social cues as well as communicating with a variety of stakeholder groups.

## 9. Students should Use Critical Thinking

### A. Critical Thinking

1. Demonstrates the ability to reason critically and systematically.
2. Uses reason and logic to evaluate situations from multiple perspectives.
3. Critiques possible solutions using valid research, historical context and balanced judgment.
4. Recognizes and makes use of systems and relationships including interdependent cause-and-effect analysis and feedback.

### B. Decision-Making

1. Conducts research, gathers input and analyzes information necessary for decision-making.
2. Develops and prioritizes possible solutions with supporting rationale.
3. Determines a course of action with the greatest perceived potential for success while considering its impact on the human resources (workforce) of the organization.

### C. Adaptability

1. Demonstrates a willingness to learn new knowledge and skills.
2. Considers multiple and diverse points of view.
3. Manages multiple tasks and priorities.
4. Exhibits the ability to focus, prioritize, organize and handle ambiguity.

**Evidence:** The State Officer Team utilizes critical thinking when looking at potential changes, decision making in setting goals the program of work for the year, and adaptability by considering multiple viewpoints from multiple chapters and individuals, not only what they believe to be correct or best.

## 10. Students Should Work Productively in Teams and Display Cultural Competency

### A. Teamwork

1. Builds consensus within a team to accomplish results.
2. Contributes to team-oriented projects and assignments.
3. Engages team members and utilizes individual talents and skills.

### B. Conflict Resolution

- 1. Anticipates potential sources of conflict and employs conflict resolution skills to facilitate solutions.
- 2. Disagrees with a team member without causing personal offense.
- 3. Negotiates with conflicting parties to agree on a reasonable and mutually acceptable solution.

**C. Social and Cultural Competence**

- 1. Gives and earns respect by interacting with people of different backgrounds, experiences and beliefs.
- 2. Stays aware of current local, national and global news and issues.
- 3. uses awareness of world cultures and languages to effectively communicate with co-workers and customers/clients.

**Evidence:** Through paired presentations, competitions, and discussion, the State Officer Team works together to resolve issues and taking into account personal differences

**11. Students Should Manage Their Personal Career Development**

**A. Planning**

- 1. Identifies opportunities in one or more career pathways that aligns with personal interest and aptitudes.
- 2. Develops career goals and objectives.
- 3. Develops a personal education and career plan to meet goals and objectives.

**B. Job Seeking**

- 1. Uses multiple resources, including personal and professional networks, to locate job opportunities.
- 2. Researches information about a prospective employer to successfully complete an application.
- 3. Uses professional digital media to create a personal brand.
- 4. Markets self effectively to potential employers.

**C. Resumes, Portfolios and Interviews**

- 1. Prepares a professional resume appropriate for each situation.
- 2. Produces a record of education and work experiences, licenses, certifications and projects/products to include in a portfolio.
- 3. Presents a professional image appropriate for the job interview.
- 4. Communicates experiences, knowledge and skills identified in the resume and portfolio when interviewing.

**D. Professional Development**

- 1. Identifies opportunities for career advancement.
- 2. Uses resources to develop goals that address training, education and self-improvement issues.
- 3. Maintains licensure, certification and credentialing requirements.

**E. Entrepreneurship**

- 1. Understands the knowledge and skills required of an entrepreneur.
- 2. Describes the opportunities for entrepreneurship in a given industry.
- 3. Weighs the opportunities, benefits and risks of entrepreneurship versus employment in a career.

**Evidence:**

# Nebraska

## Career Student Event or Program

### 1. Students Show

A. Personal


B. Major


C. Career


Evidence:

### 2. Students Show

A. Academic


B. Technical


C. Student


Evidence:

### 3. Students Show

A. Personal

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# Department of Education Career Ready Practice Standards

**Organization:** *Family, Career, and Community Leaders of America (FCCLA)*  
**Event:** *National Leadership Conference (NLC)*

## **Should Contribute to Employer and Community Success**

### **Personal Responsibility**

1. Takes responsibility for individual and shared group work tasks.
2. Models behaviors that demonstrate reliability, dependability and commitment to the organization.
3. Pursues results with personal energy and drive to completion.

### **Meets Workplace Expectations**

1. Arrives on time to work, appointments or meetings adequately prepared and appropriately dressed.
2. Complies with workplace policies, norms/culture, procedures and protocols.
3. Exhibits professional etiquette in all interactions.
4. Understands the importance of health, safety, human resource and environmental regulations.

### **Civic Responsibility and Service**

1. Participates in leadership and teamwork opportunities available through professional organizations and community groups/boards/committees.
2. Engages in local government through attendance, participation and service.
3. Demonstrates a respect for laws and regulations and those who enforce them.

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NLC offers a wide variety of opportunities for students to experience quality and varied personal development and improve their organization as well.

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## **Should Apply Appropriate Academic and Technical Skills**

### **Academic Attainment**

1. Demonstrates proficiency in the academic core standards. (Mathematics, English, Language Arts, Science, Social Studies)
2. Reads and comprehends written material in a variety of forms and levels of complexity.
3. Completes secondary courses to meet high school graduation requirements.
4. Assimilates and applies new learning, knowledge and skills.

### **Technical Skill Attainment**

1. Identifies the training, education and certification requirements for entrance and advancement in a chosen occupation.
2. Completes a career and technical education program of study.
3. Passes certification tests to qualify for licensure and or certification in a chosen occupational area.

### **Strategic Thinking**

1. Practices reasoning and systems-level thinking to deal with varied concepts and complexity.
2. Analyzes elements of a problem situation to develop solutions.
3. Uses acquired academic and technical skills to improve a situation or process.
4. Seeks to enhance knowledge and skills through ongoing professional development.

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Attendees must comprehend and interact with a variety of written text which will allow them to experience the conference and apply their knowledge as well as discovering the highest need in terms of professional development for themselves.

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## **Should Make Sense of Problems and Persevere In Solving Them.**

### **Perceptiveness**

1. Accurately defines a problem or issue.

2. Recognizes factors, constraints, goals and relationships in a problem situation.
3. Identifies irregularities in processes and environments and seeks to understand their cause.

#### **Problem Solving**

1. Presents multiple solutions to the problem based on evidence and insights.
2. Evaluates solutions and determines the potential value toward solving the problem.
3. Employs critical thinking skills independently and in teams to solve problems and make decisions.

#### **Persistence/Work Ethic**

1. Establishes and executes plans to completion even when faced with setbacks.
  2. Requires minimal supervision to successfully complete tasks on schedule.
  3. Prioritizes tasks to ensure progress toward stated objectives.
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#### **Should Demonstrate Innovation and Creativity**

##### **creativity**

1. Uses information, knowledge and experience to generate original ideas and challenge assumptions.
2. Initiates brainstorming to generate ideas to solve problems or maximize opportunities.
3. Appreciates new and creative ideas of others.
4. Knows when to curb the creative process and begin implementation.

##### **novation**

1. Searches for new ways to improve the efficiency of existing processes.
  2. Determines the feasibility of improvements for ideas and concepts.
  3. Accepts and incorporates constructive criticism into proposals for innovation.
  4. Takes informed risks to introduce innovation while understanding the limits of authority.
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#### **Should Use Technology Productively**

##### **Data Gathering, Access and Management**

1. Uses various methods to search for valid, relevant data to complete workplace tasks.
2. Evaluates Internet resources for reliability and validity.
3. Develops and uses a consistent approach for managing data.

##### **Tools and Applications**

1. Uses the appropriate technology tools for conveying information, solving problems and expediting workplace processes.
2. Demonstrates the technology skills needed for a chosen career field.
3. Identifies the workplace value of technology tools and applications.

##### **Technology Ethics**

1. Understands the ethical uses of information and technology related to privacy, intellectual property and workplace issues.
  2. Uses computer and Internet protocols that ensure cyber security and confidentiality of private information.
  3. Abides by organizational policies on the acceptable use of workplace technology.
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#### **Should Model Ethical Leadership and Effective Management**

##### **Leadership**

1. Employs organizational development skills to foster positive working relationships and accomplish goals.
2. Enlists the support of others to accomplish a goal.

3. Models the positive attributes of effective leaders (e.g. self awareness, self-regulation, motivation, empathy and social skills)

#### **ethics**

1. Considers the ethical implications of decisions and actions and their impact on personal reputation and credibility
2. Recognizes personal and long-term workplace consequences of unethical or illegal behaviors.
3. Practices ethical behavior at all times and complies with organizational code of conduct.

#### **Management**

1. Differentiates between leadership and management.
2. Determines the objectives, parameters and deadlines involved in managing a project prior to beginning work.
3. Develops personal management skills to function effectively and efficiently.

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Attendees gain knowledge and skills to take back to their chapter as well as improving their life and opportunities.

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### **Attendees Should Attend To Personal And Financial Well-Being**

#### **Personal Well-Being**

1. Recognizes the value of a wide range of knowledge and experiences from the arts, culture and humanities to promote intellectual curiosity.
2. Follows a personal wellness plan that includes healthy eating, exercise and disease prevention.
3. Builds positive social relationships with supportive friends and family in a community.

#### **Financial Well-Being**

1. Analyzes choices available to consumers for saving and investing.
2. Develops a personal budget that aligns to near-term and long-term priorities.
3. Establishes a good credit history by using credit responsibly.
4. Understands principles of insurance and identified appropriate coverage.
5. Makes wise consumer purchasing decisions and avoids fraudulent financial practices.
6. Files and pays local, state and federal taxes in a correct and timely manner.

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Attendees interact with a wide variety of individuals before, during, and after NLC by gathering financial support for attendance.

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### **Attendees Should Communicate Effectively and Appropriately**

#### **Speaking**

1. Asks pertinent questions to acquire or confirm information.
2. Demonstrates interpretation of verbal and non-verbal messages in a conversation.
3. Converses with diverse individuals in an all-inclusive manner to foster positive relationships.
4. Practices active and attentive listening skills.

#### **Writing**

1. Produces clear and coherent written communication in which the development, organization and style are appropriate to task, purpose and audience.
2. Composes focused written documents such as: agendas, audio-visuals, bibliographies, drafts, emails, forms, notes, oral presentations, reports and technical documents.
3. Constructs a well-reasoned position, based on an openness to new information and ideas, to support a theory or validate point of view.

#### **Presentations**

1. Prepares presentations to provide information for specific purposes and audiences.
2. Delivers presentations that sustain listeners' attention and interest.
3. Uses technology appropriately to effectively present information.

#### **Professional Etiquette**

1. Uses professional etiquette and observes social protocols when communicating.

2. Practices appropriate use of social media in personal and professional environments.
3. Uses proper word choice and tone when communicating to superiors, customers/clients and co-workers.

#### **Customer Service**

1. Establishes positive relationships with internal/external customers.
2. Identifies and addresses customer's needs and wants.
3. Recommends appropriate products and services.
4. Uses effective follow-up techniques to assure that the needs of the customer have been met.

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At NLC, attendees interact with advisers, business and industry representatives, competitive events evaluators and other members to build relationships and share knowledge and experiences.

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#### **Should Use Critical Thinking**

##### **Critical Thinking**

1. Demonstrates the ability to reason critically and systematically.
2. Uses reason and logic to evaluate situations from multiple perspectives.
3. Critiques possible solutions using valid research, historical context and balanced judgment.
4. Recognizes and makes use of systems and relationships including interdependent cause-and-effect analysis and feedback.

##### **Decision-Making**

1. Conducts research, gathers input and analyzes information necessary for decision-making.
2. Develops and prioritizes possible solutions with supporting rationale.
3. Determines a course of action with the greatest perceived potential for success while considering its impact on the human resources (workforce) of the organization.

##### **Adaptability**

1. Demonstrates a willingness to learn new knowledge and skills.
2. Considers multiple and diverse points of view.
3. Manages multiple tasks and priorities.
4. Exhibits the ability to focus, prioritize, organize and handle ambiguity.

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There are many different events going on at NLC which attendees must identify best meet their needs.

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#### **Should Work Productively in Teams and Display Cultural Competency**

##### **Teamwork**

1. Builds consensus within a team to accomplish results.
2. Contributes to team-oriented projects and assignments.
3. Engages team members and utilizes individual talents and skills.

##### **Conflict Resolution**

1. Anticipates potential sources of conflict and employs conflict resolution skills to facilitate solutions.
2. Disagrees with a team member without causing personal offense.
3. Negotiates with conflicting parties to agree on a reasonable and mutually acceptable solution.

##### **Social and Cultural Competence**

1. Gives and earns respect by interacting with people of different backgrounds, experiences and beliefs.
2. Stays aware of current local, national and global news and issues.
3. Uses awareness of world cultures and languages to effectively communicate with co-workers and customers/clients.

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Current topics are featured in most sessions and attendees have multiple opportunities to interact and learn from others from around the country.

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#### **Should Manage Their Personal Career Development**

**Planning**

1. Identifies opportunities in one or more career pathways that aligns with personal interest and aptitudes.
2. Develops career goals and objectives.
3. Develops a personal education and career plan to meet goals and objectives.

**Job Seeking**

1. Uses multiple resources, including personal and professional networks, to locate job opportunities.
2. Researches information about a prospective employer to successfully complete an application.
3. Uses professional digital media to create a personal brand.
4. Markets self effectively to potential employers.

**Resumes, Portfolios and Interviews**

1. Prepares a professional resume appropriate for each situation.
2. Produces a record of education and work experiences, licenses, certifications and projects/products to include in a portfolio.
3. Presents a professional image appropriate for the job interview.
4. Communicates experiences, knowledge and skills identified in the resume and portfolio when interviewing.

**Professional Development**

1. Identifies opportunities for career advancement.
2. Uses resources to develop goals that address training, education and self-improvement issues.
3. Maintains licensure, certification and credentialing requirements.

**Entrepreneurship**

1. Understands the knowledge and skills required of an entrepreneur.
2. Describes the opportunities for entrepreneurship in a given industry.
3. Weighs the opportunities, benefits and risks of entrepreneurship versus employment in a career.

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Attendees receive a wide variety of information about career and education opportunities at the Exhibits and through exhibitor presentations.

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# Nebraska

## Career Student Event or Program

### 1. Students Show

A. Personal


B. Moral


C. Civic


Evidence:

### 2. Students Show

A. Academic


B. Technical


C. Student


Evidence:

### 3. Students Show

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**Evidence:**

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# Department of Education Career Ready Practice Standards

**Organization:** *Family, Career, and Community Leaders of America (FCCLA)*

**Event:** *Fall Leadership Workshop (FLW)*

## **Should Contribute to Employer and Community Success**

### **Personal Responsibility**

1. Takes responsibility for individual and shared group work tasks.
2. Models behaviors that demonstrate reliability, dependability and commitment to the organization.
3. Pursues results with personal energy and drive to completion.

### **Meets Workplace Expectations**

1. Arrives on time to work, appointments or meetings adequately prepared and appropriately dressed.
2. Complies with workplace policies, norms/culture, procedures and protocols.
3. Exhibits professional etiquette in all interactions.
4. Understands the importance of health, safety, human resource and environmental regulations.

### **Civic Responsibility and Service**

1. Participates in leadership and teamwork opportunities available through professional organizations and community groups/boards/committees.
2. Engages in local government through attendance, participation and service.
3. Demonstrates a respect for laws and regulations and those who enforce them.

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Students attending this conference consist of chapter leaders who are going above and beyond general membership involvement to help their local and state organization succeed.

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## **Should Apply Appropriate Academic and Technical Skills**

### **Academic Attainment**

1. Demonstrates proficiency in the academic core standards. (Mathematics, English, Language Arts, Science, Social Studies)
2. Reads and comprehends written material in a variety of forms and levels of complexity.
3. Completes secondary courses to meet high school graduation requirements.
4. Assimilates and applies new learning, knowledge and skills.

### **Technical Skill Attainment**

1. Identifies the training, education and certification requirements for entrance and advancement in a chosen occupation.
2. Completes a career and technical education program of study.
3. Passes certification tests to qualify for licensure and or certification in a chosen occupational area.

### **Strategic Thinking**

1. Practices reasoning and systems-level thinking to deal with varied concepts and complexity.
2. Analyzes elements of a problem situation to develop solutions.
3. Uses acquired academic and technical skills to improve a situation or process.
4. Seeks to enhance knowledge and skills through ongoing professional development.

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Attendance is voluntary to those attending desire to improve themselves and their leadership skills.

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## **Should Make Sense of Problems and Persevere In Solving Them.**

### **Perceptiveness**

1. Accurately defines a problem or issue.
2. Recognizes factors, constraints, goals and relationships in a problem situation.
3. Identifies irregularities in processes and environments and seeks to understand their cause.

### **Problem Solving**

1. Presents multiple solutions to the problem based on evidence and insights.
2. Evaluates solutions and determines the potential value toward solving the problem.
3. Employs critical thinking skills independently and in teams to solve problems and make decisions.

### **Persistence/Work Ethic**

1. Establishes and executes plans to completion even when faced with setbacks.
  2. Requires minimal supervision to successfully complete tasks on schedule.
  3. Prioritizes tasks to ensure progress toward stated objectives.
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### **Should Demonstrate Innovation and Creativity**

#### **Creativity**

1. Uses information, knowledge and experience to generate original ideas and challenge assumptions.
2. Initiates brainstorming to generate ideas to solve problems or maximize opportunities.
3. Appreciates new and creative ideas of others.
4. Knows when to curb the creative process and begin implementation.

#### **Innovation**

1. Searches for new ways to improve the efficiency of existing processes.
  2. Determines the feasibility of improvements for ideas and concepts.
  3. Accepts and incorporates constructive criticism into proposals for innovation.
  4. Takes informed risks to introduce innovation while understanding the limits of authority.
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### **Should Use Technology Productively**

#### **Data Gathering, Access and Management**

1. Uses various methods to search for valid, relevant data to complete workplace tasks.
2. Evaluates Internet resources for reliability and validity.
3. Develops and uses a consistent approach for managing data.

#### **Tools and Applications**

1. Uses the appropriate technology tools for conveying information, solving problems and expediting workplace processes.
2. Demonstrates the technology skills needed for a chosen career field.
3. Identifies the workplace value of technology tools and applications.

#### **Technology Ethics**

1. Understands the ethical uses of information and technology related to privacy, intellectual property and workplace issues.
  2. Uses computer and Internet protocols that ensure cyber security and confidentiality of private information.
  3. Abides by organizational policies on the acceptable use of workplace technology.
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### **Should Model Ethical Leadership and Effective Management**

#### **Leadership**

1. Employs organizational development skills to foster positive working relationships and accomplish goals.
2. Enlists the support of others to accomplish a goal.
3. Models the positive attributes of effective leaders (e.g. self awareness, self-regulation, motivation, empathy and social skills)

#### **ethics**

1. Considers the ethical implications of decisions and actions and their impact on personal reputation and credibility.
2. Recognizes personal and long-term workplace consequences of unethical or illegal behaviors.
3. Practices ethical behavior at all times and complies with organizational code of conduct.

#### **Management**

1. Differentiates between leadership and management.
2. Determines the objectives, parameters and deadlines involved in managing a project prior to beginning work.
3. Develops personal management skills to function effectively and efficiently.

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Half of this conference is on leadership skill development and application. The other half of the conference focuses on planning with other individuals on the leadership team to planning activities and programs for the local chapter.

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#### **Should Attend To Personal And Financial Well-Being**

##### **Personal Well-Being**

1. Recognizes the value of a wide range of knowledge and experiences from the arts, culture and humanities to promote intellectual curiosity.
2. Follows a personal wellness plan that includes healthy eating, exercise and disease prevention.
3. Builds positive social relationships with supportive friends and family in a community.

##### **Financial Well-Being**

1. Analyzes choices available to consumers for saving and investing.
  2. Develops a personal budget that aligns to near-term and long-term priorities.
  3. Establishes a good credit history by using credit responsibly.
  4. Understands principles of insurance and identified appropriate coverage.
  5. Makes wise consumer purchasing decisions and avoids fraudulent financial practices.
  6. Files and pays local, state and federal taxes in a correct and timely manner.
- 

#### **Should Communicate Effectively and Appropriately**

##### **Speaking**

1. Asks pertinent questions to acquire or confirm information.
2. Demonstrates interpretation of verbal and non-verbal messages in a conversation.
3. Converses with diverse individuals in an all-inclusive manner to foster positive relationships.
4. Practices active and attentive listening skills.

##### **Writing**

1. Produces clear and coherent written communication in which the development, organization and style are appropriate to task, purpose and audience.
2. Composes focused written documents such as: agendas, audio-visuales, bibliographies, drafts, emails, forms, notes, oral presentations, reports and technical documents.
3. Constructs a well-reasoned position, based on an openness to new information and ideas, to support a theory or validate point of view.

##### **Presentations**

1. Prepares presentations to provide information for specific purposes and audiences.
2. Delivers presentations that sustain listeners' attention and interest.
3. Uses technology appropriately to effectively present information.

##### **Professional Etiquette**

1. Uses professional etiquette and observes social protocols when communicating.
2. Practices appropriate use of social media in personal and professional environments.
3. Uses proper word choice and tone when communicating to superiors, customers/clients and co-workers.

### **Customer Service**

1. Establishes positive relationships with internal/external customers.
2. Identifies and addresses customer's needs and wants.
3. Recommends appropriate products and services.
4. Uses effective follow-up techniques to assure that the needs of the customer have been met.

---

Attendees lead and participate in discussions related to their goals for the year. In addition, students work on public relations and how to best send messages to a variety of stakeholder groups.

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### **Could Use Critical Thinking**

#### **Critical Thinking**

1. Demonstrates the ability to reason critically and systematically.
2. Uses reason and logic to evaluate situations from multiple perspectives.
3. Critiques possible solutions using valid research, historical context and balanced judgment.
4. Recognizes and makes use of systems and relationships including interdependent cause-and-effect analysis and feedback.

#### **Decision-Making**

1. Conducts research, gathers input and analyzes information necessary for decision-making.
2. Develops and prioritizes possible solutions with supporting rationale.
3. Determines a course of action with the greatest perceived potential for success while considering its impact on the human resources (workforce) of the organization.

#### **Adaptability**

1. Demonstrates a willingness to learn new knowledge and skills.
2. Considers multiple and diverse points of view.
3. Manages multiple tasks and priorities.
4. Exhibits the ability to focus, prioritize, organize and handle ambiguity.

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Attendees learn about these specific leadership skills as well as putting them into practice by developing chapter plans.

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### **Could Work Productively in Teams and Display Cultural Competency**

#### **Teamwork**

1. Builds consensus within a team to accomplish results.
2. Contributes to team-oriented projects and assignments.
3. Engages team members and utilizes individual talents and skills.

#### **Conflict Resolution**

1. Anticipates potential sources of conflict and employs conflict resolution skills to facilitate solutions.
2. Disagrees with a team member without causing personal offense.
3. Negotiates with conflicting parties to agree on a reasonable and mutually acceptable solution.

#### **Social and Cultural Competence**

1. Gives and earns respect by interacting with people of different backgrounds, experiences and beliefs.
2. Stays aware of current local, national and global news and issues.
3. Uses awareness of world cultures and languages to effectively communicate with co-workers and customers/clients.

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Attendees to FLW participate as an individual for some sessions but as a group of chapter leaders for others, giving them the chance to build on ideas and work to reach a common ground through planning programming.

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### **Could Manage Their Personal Career Development**

#### **Planning**

1. Identifies opportunities in one or more career pathways that aligns with personal interest and aptitudes.
2. Develops career goals and objectives.
3. Develops a personal education and career plan to meet goals and objectives.

#### **Job Seeking**

1. Uses multiple resources, including personal and professional networks, to locate job opportunities.
2. Researches information about a prospective employer to successfully complete an application.
3. Uses professional digital media to create a personal brand.
4. Markets self effectively to potential employers.

#### **Resumes, Portfolios and Interviews**

1. Prepares a professional resume appropriate for each situation.
2. Produces a record of education and work experiences, licenses, certifications and projects/products to include in a portfolio.
3. Presents a professional image appropriate for the job interview.
4. Communicates experiences, knowledge and skills identified in the resume and portfolio when interviewing.

#### **Professional Development**

1. Identifies opportunities for career advancement.
2. Uses resources to develop goals that address training, education and self-improvement issues.
3. Maintains licensure, certification and credentialing requirements.

#### **Entrepreneurship**

1. Understands the knowledge and skills required of an entrepreneur.
2. Describes the opportunities for entrepreneurship in a given industry.
3. Weighs the opportunities, benefits and risks of entrepreneurship versus employment in a career.

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FLW provides students the chance to develop plans at the conference which can be implemented upon their return home.

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# Nebraska

## Career Student Event or Program

### 1. Students Show

A. Personal


B. Moral


C. Civic


Evidence:

### 2. Students Show

A. Attitude


B. Temperament


C. Stability


Evidence:

### 3. Students Show

A. Personal


B. Pr


C. Pe


Evidence:

4. Students Sho

A. Cr


B. In


Evidence:

5. Students Sho

A. Di


B. Te


C. Te


Evidence:

6. Students Sho

A. Le


B. Et


C. M


Evidence:

7. Students Sho

A. Pe


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Evidence:

8. Students Sho

A. Sp


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E. Cu

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Evidence:

9. Students sho

A. Cr


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C. Ac


Evidence:

10. Students Sh

A. Te


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C. Sc


Evidence:

11. Students Sh

A. Pl


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D. Pr


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Evidence:

# Department of Education Career Ready Practice Standards

**Organization:** *Family, Career, and Community Leaders of America (FCCLA)*

**Event:** *Peer Education Conference*

## **Should Contribute to Employer and Community Success**

### **Personal Responsibility**

1. Takes responsibility for individual and shared group work tasks.
2. Models behaviors that demonstrate reliability, dependability and commitment to the organization.
3. Pursues results with personal energy and drive to completion.

### **Meets Workplace Expectations**

1. Arrives on time to work, appointments or meetings adequately prepared and appropriately dressed.
2. Complies with workplace policies, norms/culture, procedures and protocols.
3. Exhibits professional etiquette in all interactions.
4. Understands the importance of health, safety, human resource and environmental regulations.

### **Civic Responsibility and Service**

1. Participates in leadership and teamwork opportunities available through professional organizations and community groups/boards/committees.
2. Engages in local government through attendance, participation and service.
3. Demonstrates a respect for laws and regulations and those who enforce them.

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Attendees must adhere to their conference schedule and dress appropriately for admittance into sessions.

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## **Should Apply Appropriate Academic and Technical Skills**

### **Academic Attainment**

1. Demonstrates proficiency in the academic core standards. (Mathematics, English, Language Arts, Science, Social Studies)
2. Reads and comprehends written material in a variety of forms and levels of complexity.
3. Completes secondary courses to meet high school graduation requirements.
4. Assimilates and applies new learning, knowledge and skills.

### **Technical Skill Attainment**

1. Identifies the training, education and certification requirements for entrance and advancement in a chosen occupation.
2. Completes a career and technical education program of study.
3. Passes certification tests to qualify for licensure and or certification in a chosen occupational area.

### **Strategic Thinking**

1. Practices reasoning and systems-level thinking to deal with varied concepts and complexity.
2. Analyzes elements of a problem situation to develop solutions.
3. Uses acquired academic and technical skills to improve a situation or process.
4. Seeks to enhance knowledge and skills through ongoing professional development.

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Attendees must determine sessions they are most in need of as well as how the topics can be applied to the needs of their local chapter.

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## **Should Make Sense of Problems and Persevere In Solving Them.**

### **Perceptiveness**

1. Accurately defines a problem or issue.
2. Recognizes factors, constraints, goals and relationships in a problem situation.
3. Identifies irregularities in processes and environments and seeks to understand their cause.



### **Problem Solving**

1. Presents multiple solutions to the problem based on evidence and insights.
2. Evaluates solutions and determines the potential value toward solving the problem.
3. Employs critical thinking skills independently and in teams to solve problems and make decisions.

### **Persistence/Work Ethic**

1. Establishes and executes plans to completion even when faced with setbacks.
  2. Requires minimal supervision to successfully complete tasks on schedule.
  3. Prioritizes tasks to ensure progress toward stated objectives.
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### **Should Demonstrate Innovation and Creativity**

#### **Creativity**

1. Uses information, knowledge and experience to generate original ideas and challenge assumptions.
2. Initiates brainstorming to generate ideas to solve problems or maximize opportunities.
3. Appreciates new and creative ideas of others.
4. Knows when to curb the creative process and begin implementation.

#### **Innovation**

1. Searches for new ways to improve the efficiency of existing processes.
  2. Determines the feasibility of improvements for ideas and concepts.
  3. Accepts and incorporates constructive criticism into proposals for innovation.
  4. Takes informed risks to introduce innovation while understanding the limits of authority.
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### **Should Use Technology Productively**

#### **Data Gathering, Access and Management**

1. Uses various methods to search for valid, relevant data to complete workplace tasks.
2. Evaluates Internet resources for reliability and validity.
3. Develops and uses a consistent approach for managing data.

#### **Tools and Applications**

1. Uses the appropriate technology tools for conveying information, solving problems and expediting workplace processes.
2. Demonstrates the technology skills needed for a chosen career field.
3. Identifies the workplace value of technology tools and applications.

#### **Technology Ethics**

1. Understands the ethical uses of information and technology related to privacy, intellectual property and workplace issues.
  2. Uses computer and Internet protocols that ensure cyber security and confidentiality of private information.
  3. Abides by organizational policies on the acceptable use of workplace technology.
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### **Should Model Ethical Leadership and Effective Management**

#### **Leadership**

1. Employs organizational development skills to foster positive working relationships and accomplish goals.
2. Enlists the support of others to accomplish a goal.
3. Models the positive attributes of effective leaders (e.g. self awareness, self-regulation, motivation, empathy and social skills)

#### **ethics**

1. Considers the ethical implications of decisions and actions and their impact on personal reputation and credibility.
2. Recognizes personal and long-term workplace consequences of unethical or illegal behaviors.
3. Practices ethical behavior at all times and complies with organizational code of conduct.

#### **Management**

1. Differentiates between leadership and management.
2. Determines the objectives, parameters and deadlines involved in managing a project prior to beginning work.
3. Develops personal management skills to function effectively and efficiently.

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Attendees develop their own leadership skills as well as modeling those skills.

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#### **Should Attend To Personal And Financial Well-Being**

##### **Personal Well-Being**

1. Recognizes the value of a wide range of knowledge and experiences from the arts, culture and humanities to promote intellectual curiosity.
2. Follows a personal wellness plan that includes healthy eating, exercise and disease prevention.
3. Builds positive social relationships with supportive friends and family in a community.

##### **Financial Well-Being**

1. Analyzes choices available to consumers for saving and investing.
2. Develops a personal budget that aligns to near-term and long-term priorities.
3. Establishes a good credit history by using credit responsibly.
4. Understands principles of insurance and identified appropriate coverage.
5. Makes wise consumer purchasing decisions and avoids fraudulent financial practices.
6. Files and pays local, state and federal taxes in a correct and timely manner.

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Resources shared connect students with community organizations and speakers they can utilize to solve problems

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#### **Should Communicate Effectively and Appropriately**

##### **Speaking**

1. Asks pertinent questions to acquire or confirm information.
2. Demonstrates interpretation of verbal and non-verbal messages in a conversation.
3. Converses with diverse individuals in an all-inclusive manner to foster positive relationships.
4. Practices active and attentive listening skills.

##### **Writing**

1. Produces clear and coherent written communication in which the development, organization and style are appropriate to task, purpose and audience.
2. Composes focused written documents such as: agendas, audio-visuials, bibliographies, drafts, emails, forms, notes, oral presentations, reports and technical documents.
3. Constructs a well-reasoned position, based on an openness to new information and ideas, to support a theory or validate point of view.

##### **Presentations**

1. Prepares presentations to provide information for specific purposes and audiences.
2. Delivers presentations that sustain listeners' attention and interest.
3. Uses technology appropriately to effectively present information.

##### **Professional Etiquette**

1. Uses professional etiquette and observes social protocols when communicating.
2. Practices appropriate use of social media in personal and professional environments.
3. Uses proper word choice and tone when communicating to superiors, customers/clients and co-workers.

##### **Customer Service**

1. Establishes positive relationships with internal/external customers.

2. Identifies and addresses customer's needs and wants.
  3. Recommends appropriate products and services.
  4. Uses effective follow-up techniques to assure that the needs of the customer have been met.
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### **ould Use Critical Thinking**

#### **ritical Thinking**

1. Demonstrates the ability to reason critically and systematically.
2. Uses reason and logic to evaluate situations from multiple perspectives.
3. Critiques possible solutions using valid research, historical context and balanced judgment.
4. Recognizes and makes use of systems and relationships including interdependent cause-and-effect analysis and feedback.

#### **ecision-Making**

1. Conducts research, gathers input and analyzes information necessary for decision-making.
2. Develops and prioritizes possible solutions with supporting rationale.
3. Determines a course of action with the greatest perceived potential for success while considering its impact on the human resources (workforce) of the organization.

#### **aptability**

1. Demonstrates a willingness to learn new knowledge and skills.
  2. Considers multiple and diverse points of view.
  3. Manages multiple tasks and priorities.
  4. Exhibits the ability to focus, prioritize, organize and handle ambiguity.
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Attendees are introduced to new knowledge and skills that can be applied to their chapter and life.

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### **ould Work Productively in Teams and Display Cultural Competency**

#### **eamwork**

1. Builds consensus within a team to accomplish results.
2. Contributes to team-oriented projects and assignments.
3. Engages team members and utilizes individual talents and skills.

#### **onflict Resolution**

1. Anticipates potential sources of conflict and employs conflict resolution skills to facilitate solutions.
2. Disagrees with a team member without causing personal offense.
3. Negotiates with conflicting parties to agree on a reasonable and mutually acceptable solution.

#### **ocial and Cultural Competence**

1. Gives and earns respect by interacting with people of different backgrounds, experiences and beliefs.
  2. Stays aware of current local, national and global news and issues.
  3. uses awareness of world cultures and languages to effectively communicate with co-workers and customers/clients.
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Attendees interact with a students from around the state as well as presenters on topics related to current needs and interests.

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### **ould Manage Their Personal Career Development**

#### **lanning**

1. Identifies opportunities in one or more career pathways that aligns with personal interest and aptitudes.
2. Develops career goals and objectives.
3. Develops a personal education and career plan to meet goals and objectives.

#### **ob Seeking**

1. Uses multiple resources, including personal and professional networks, to locate job opportunities.
2. Researches information about a prospective employer to successfully complete an application.
3. Uses professional digital media to create a personal brand.
4. Markets self effectively to potential employers.

#### **Resumes, Portfolios and Interviews**

1. Prepares a professional resume appropriate for each situation.
2. Produces a record of education and work experiences, licenses, certifications and projects/products to include in a portfolio.
3. Presents a professional image appropriate for the job interview.
4. Communicates experiences, knowledge and skills identified in the resume and portfolio when interviewing.

#### **Professional Development**

1. Identifies opportunities for career advancement.
2. Uses resources to develop goals that address training, education and self-improvement issues.
3. Maintains licensure, certification and credentialing requirements.

#### **Entrepreneurship**

1. Understands the knowledge and skills required of an entrepreneur.
2. Describes the opportunities for entrepreneurship in a given industry.
3. Weighs the opportunities, benefits and risks of entrepreneurship versus employment in a career.

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Attendees are exposed to resources they can utilize in their local chapter.

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# Nebraska Department of Education Career Ready Practice Standards

Career Student Organization: Family, Career, and Community Leaders of America (FCCLA)

Event or Program: State Leadership Conference (SLC)

## 1. Students Should Contribute to Employer and Community Success

### A. Personal Responsibility

- 1. Takes responsibility for individual and shared group work tasks.
- 2. Models behaviors that demonstrate reliability, dependability and commitment to the organization.
- 3. Pursues results with personal energy and drive to completion.

### B. Meets Workplace Expectations

- 1. Arrives on time to work, appointments or meetings adequately prepared and appropriately dressed.
- 2. Complies with workplace policies, norms/culture, procedures and protocols.
- 3. Exhibits professional etiquette in all interactions.
- 4. Understands the importance of health, safety, human resource and environmental regulations.

### C. Civic Responsibility and Service

- 1. Participates in leadership and teamwork opportunities available through professional organizations and community groups/boards/committees.
- 2. Engages in local government through attendance, participation and service.
- 3. Demonstrates a respect for laws and regulations and those who enforce them.

**Evidence:** Attendees complete a variety of activities including competitive events, FCCLA Serves, and FCCLA Tours related to Family and Consumer Sciences content.

## 2. Students Should Apply Appropriate Academic and Technical Skills

### A. Academic Attainment

- 1. Demonstrates proficiency in the academic core standards. (Mathematics, English, Language Arts, Science, Social Studies)
- 2. Reads and comprehends written material in a variety of forms and levels of complexity.
- 3. Completes secondary courses to meet high school graduation requirements.
- 4. Assimilates and applies new learning, knowledge and skills.

### B. Technical Skill Attainment

- 1. Identifies the training, education and certification requirements for entrance and advancement in a chosen occupation.
- 2. Completes a career and technical education program of study.
- 3. Passes certification tests to qualify for licensure and or certification in a chosen occupational area.

### C. Strategic Thinking

- 1. Practices reasoning and systems-level thinking to deal with varied concepts and complexity.
- 2. Analyzes elements of a problem situation to develop solutions.
- 3. Uses acquired academic and technical skills to improve a situation or process.
- 4. Seeks to enhance knowledge and skills through ongoing professional development.

**Evidence:** Attendees must comprehend and interact with a variety of written text which will allow them to experience the conference and apply their knowledge as well as discovering the highest need in terms of professional development for themselves.

## 3. Students Should Make Sense of Problems and Persevere In Solving Them.

### A. Perceptiveness

- 1. Accurately defines a problem or issue.
- 2. Recognizes factors, constraints, goals and relationships in a problem situation.
- 3. Identifies irregularities in processes and environments and seeks to understand their cause.

### B. Problem Solving

- 1. Presents multiple solutions to the problem based on evidence and insights.
- 2. Evaluates solutions and determines the potential value toward solving the problem.
- 3. Employs critical thinking skills independently and in teams to solve problems and make decisions.

### C. Perseverance/Work Ethic

- 1. Establishes and executes plans to completion even when faced with setbacks.
- 2. Requires minimal supervision to successfully complete tasks on schedule.
- 3. Prioritizes tasks to ensure progress toward stated objectives.

**Evidence:**

## 4. Students Should Demonstrate Innovation and Creativity

### A. Creativity

- 1. Uses information, knowledge and experience to generate original ideas and challenge assumptions.
- 2. Initiates brainstorming to generate ideas to solve problems or maximize opportunities.
- 3. Appreciates new and creative ideas of others.
- 4. Knows when to curb the creative process and begin implementation.

**B. Innovation**

- 1. Searches for new ways to improve the efficiency of existing processes.
- 2. Determines the feasibility of improvements for ideas and concepts.
- 3. Accepts and incorporates constructive criticism into proposals for innovation.
- 4. Takes informed risks to introduce innovation while understanding the limits of authority.

**Evidence:**

**5. Students Should Use Technology Productively**

**A. Data Gathering, Access and Management**

- 1. Uses various methods to search for valid, relevant data to complete workplace tasks.
- 2. Evaluates Internet resources for reliability and validity.
- 3. Develops and uses a consistent approach for managing data.

**B. Tools and Applications**

- 1. Uses the appropriate technology tools for conveying information, solving problems and expediting workplace processes.
- 2. Demonstrates the technology skills needed for a chosen career field.
- 3. Identifies the workplace value of technology tools and applications.

**C. Technology Ethics**

- 1. Understands the ethical uses of information and technology related to privacy, intellectual property and workplace issues.
- 2. Uses computer and Internet protocols that ensure cyber security and confidentiality of private information.
- 3. Abides by organizational policies on the acceptable use of workplace technology.

**Evidence:**

**6. Students Should Model Ethical Leadership and Effective Management**

**A. Leadership**

- 1. Employs organizational development skills to foster positive working relationships and accomplish goals.
- 2. Enlists the support of others to accomplish a goal.
- 3. Models the positive attributes of effective leaders (e.g. self awareness, self-regulation, motivation, empathy and social skills)

**B. Ethics**

- 1. Considers the ethical implications of decisions and actions and their impact on personal reputation and credibility.
- 2. Recognizes personal and long-term workplace consequences of unethical or illegal behaviors.
- 3. Practices ethical behavior at all times and complies with organizational code of conduct.

**C. Management**

- 1. Differentiates between leadership and management.
- 2. Determines the objectives, parameters and deadlines involved in managing a project prior to beginning work.
- 3. Develops personal management skills to function effectively and efficiently.

**Evidence:**

Attendees gain knowledge and skills to take back to their chapter as well as improving their life and opportunities.

**7. Students Should Attend To Personal And Financial Well-Being**

**A. Personal Well-Being**

- 1. Recognizes the value of a wide range of knowledge and experiences from the arts, culture and humanities to promote intellectual curiosity.
- 2. Follows a personal wellness plan that includes healthy eating, exercise and disease prevention.
- 3. Builds positive social relationships with supportive friends and family in a community.

**B. Financial Well-Being**

- 1. Analyzes choices available to consumers for saving and investing.
- 2. Develops a personal budget that aligns to near-term and long-term priorities.
- 3. Establishes a good credit history by using credit responsibly.
- 4. Understands principles of insurance and identified appropriate coverage.
- 5. Makes wise consumer purchasing decisions and avoids fraudulent financial practices.
- 6. Files and pays local, state and federal taxes in a correct and timely manner.

**Evidence:**

In order to attend the conference, many have already built relationships through funding, completion of competitive events, and/or national programs.

**8. Students Should Communicate Effectively and Appropriately**

**A. Speaking**

1. Asks pertinent questions to acquire or confirm information.
2. Demonstrates interpretation of verbal and non-verbal messages in a conversation.
3. Converses with diverse individuals in an all-inclusive manner to foster positive relationships.
4. Practices active and attentive listening skills.

**B. Writing**

1. Produces clear and coherent written communication in which the development, organization and style are appropriate to task, purpose and audience.
2. Composes focused written documents such as: agendas, audio-visuals, bibliographies, drafts, emails, forms, notes, oral presentations, reports and technical documents.
3. Constructs a well-reasoned position, based on an openness to new information and ideas, to support a theory or validate point of view.

**C. Presentations**

1. Prepares presentations to provide information for specific purposes and audiences.
2. Delivers presentations that sustain listeners' attention and interest.
3. Uses technology appropriately to effectively present information.

**D. Professional Etiquette**

1. Uses professional etiquette and observes social protocols when communicating.
2. Practices appropriate use of social media in personal and professional environments.
3. Uses proper word choice and tone when communicating to superiors, customers/clients and co-workers.

**E. Customer Service**

1. Establishes positive relationships with internal/external customers.
2. Identifies and addresses customer's needs and wants.
3. Recommends appropriate products and services.
4. Uses effective follow-up techniques to assure that the needs of the customer have been met.

**Evidence:** Attendees lead and participate in discussions related to their goals for the year. In addition, students work on public relations and how to best send messages to a variety of stakeholder groups. At SLC attendees interact with advisers, business and industry representatives, competitive events evaluators and other members to build relationships and share knowledge and experiences.

**9. Students should Use Critical Thinking****A. Critical Thinking**

1. Demonstrates the ability to reason critically and systematically.
2. Uses reason and logic to evaluate situations from multiple perspectives.
3. Critiques possible solutions using valid research, historical context and balanced judgment.
4. Recognizes and makes use of systems and relationships including interdependent cause-and-effect analysis and feedback.

**B. Decision-Making**

1. Conducts research, gathers input and analyzes information necessary for decision-making.
2. Develops and prioritizes possible solutions with supporting rationale.
3. Determines a course of action with the greatest perceived potential for success while considering its impact on the human resources (workforce) of the organization.

**C. Adaptability**

1. Demonstrates a willingness to learn new knowledge and skills.
2. Considers multiple and divers points of view.
3. Manages multiple tasks and priorities.
4. Exhibits the ability to focus, prioritize, organize and handle ambiguity.

**Evidence:** There are many different events going on at SLC which attendees must identify best meet their needs.

**10. Students Should Work Productively in Teams and Display Cultural Competency****A. Teamwork**

1. Builds consensus within a team to accomplish results.
2. Contributes to team-oriented projects and assignments.
3. Engages team members and utilizes individual talents and skills.

**B. Conflict Resolution**

1. Anticipates potential sources of conflict and employs conflict resolution skills to facilitate solutions.
2. Disagrees with a team member without causing personal offense.
3. Negotiates with conflicting parties to agree on a reasonable and mutually acceptable solution.

**C. Social and Cultural Competence**

1. Gives and earns respect by interacting with people of different backgrounds, experiences and beliefs.
2. Stays aware of current local, national and global news and issues.

3. uses awareness of world cultures and languages to effectively communicate with co-workers and customers/clients.

**Evidence:** Attendees with other others from their chapter and community to meet needs. Current topics are featured in sessions and attendees have multiple opprtunities to interact and learn from others from around the state.

## 11. Students Should Manage Their Personal Career Development

### A. Planning

- 1. Identifies opportunities in one or more career pathways that aligns with personal interest and aptitudes.
- 2. Develops career goals and objectives.
- 3. Develops a personal education and career plan to meet goals and objectives.

### B. Job Seeking

- 1. Uses multiple resources, including personal and professional networks, to locate job opportunities.
- 2. Researches information about a prospective employer to successfully complete an application.
- 3. Uses professional digital media to create a personal brand.
- 4. Markets self effectively to potential employers.

### C. Resumes, Portfolios and Interviews

- 1. Prepares a professional resume appropriate for each situation.
- 2. Produces a record of education and work experiences, licenses, certifications and projects/products to include in a portfolio.
- 3. Presents a professional image appropriate for the job interview.
- 4. Communicates experiences, knowledge and skills identified in the resume and portfolio when interviewing.

### D. Professional Development

- 1. Identifies opportunities for career advancement.
- 2. Uses resources to develop goals that address training, education and self-improvement issues.
- 3. Maintains licensure, certification and credentialing requirements.

### E. Entrepreneurship

- 1. Understands the knowledge and skills required of an entrepreneur.
- 2. Describes the opportunities for entrepreneurship in a given industry.
- 3. Weighs the opportunities, benefits and risks of entrepreneurship versus employment in a career.

**Evidence:** Through the Opportunity Fair, FCCLA Serves, and FCCLA Tours which focus on Family and Consumer Sciences related careers and topics, students explore opportunities for college and career and talk with those involved in the industries.