

Nebraska Department of Education Career Ready Practice Standards

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

Event or Program: Career Connection

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:

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:

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:

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:

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-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.

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:

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:

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:

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

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B. Major

C. Career

Evidence:

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2. Students Show

A. Academic

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B. Technical

C. Student

Evidence:

3. Students Sho

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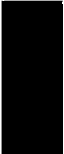
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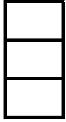
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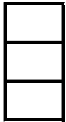
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Department of Education Career Ready Practice Standards

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Standard: Career Connection

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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.

Public Responsibility and Service

1. Participates in leadership and teamwork opportunities available through professional organizations and community groups/boards/committees.
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Should Apply Appropriate Academic and Technical Skills

Academic Attainment

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Model Ethical Leadership and Effective Management

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Attend To Personal And Financial Well-Being

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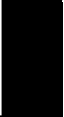
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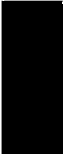
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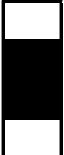
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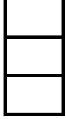
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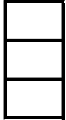
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Department of Education Career Ready Practice Standards

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1. Differentiates between leadership and management.
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Build Attend To Personal And Financial Well-Being

Personal Well-Being

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Nebraska

Career Student Event or Program

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A. Personal

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B. Major

C. Career

Evidence:

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2. Students Show

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B. Technical

C. Student

Evidence:

3. Students Sho

A. Pe



B. Pr



C. Pe



Evidence:

4. Students Sho

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5. Students Sho

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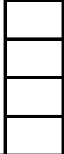
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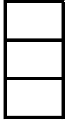
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Department of Education Career Ready Practice Standards

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Should Contribute to Employer and Community Success

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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.

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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.
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Academic Attainment

1. Demonstrates proficiency in the academic core standards. (Mathematics, English, Language Arts, Science, Social Studies)
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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.
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Model Ethical Leadership and Effective Management

Leadership

1. Employs organizational development skills to foster positive working relationships and accomplish goals.
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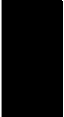
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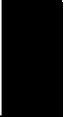
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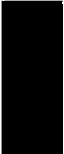
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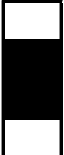
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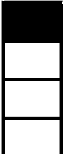
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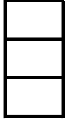
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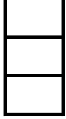
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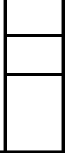
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2. Models behaviors that demonstrate reliability, dependability and commitment to the organization.
3. Pursues results with personal energy and drive to completion.

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.
-

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.

ould Make Sense of Problems and Persevere In Solving Them.

erceptiveness

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.

roblem 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.

erseverance/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.
-

ould Demonstrate Innovation and Creativity

reativity

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.
-

ould Use Technology Productively

ata 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.
-

Build 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.
-

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.
-

Build 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.
-

ould Communicate Effectively and Appropriately

peaking

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.

riting

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.

resentations

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.

rofessional 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.

ustomer 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.
-

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.

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.
-

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.
-

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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Nebraska

Career Student Event or Program

1. Students Show

A. Personal

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B. Major

C. Career

Evidence:

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2. Students Show

A. Academic

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B. Technical

C. Student

Evidence:

3. Students Sho

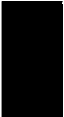
A. Pe



B. Pr



C. Pe



Evidence:

4. Students Sho

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Evidence:

5. Students Sho

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Evidence:

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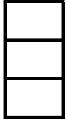
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10. Students Sh

A. Te



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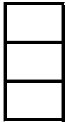
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Evidence:

11. Students Sh

A. Pl



B. Jo



C. Re

D. Pr

E. En

Evidence:

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Department of Education Career Ready Practice Standards

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

Standard: Career Connection

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.
-

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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erceptiveness

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.

roblem 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.
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erseverance/Work Ethic

1. Establishes and executes plans to completion even when faced with setbacks.
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ould Demonstrate Innovation and Creativity

reativity

1. Uses information, knowledge and experience to generate original ideas and challenge assumptions.
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1. Searches for new ways to improve the efficiency of existing processes.
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ould Use Technology Productively

ata Gathering, Access and Management

1. Uses various methods to search for valid, relevant data to complete workplace tasks.

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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.
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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.
-

Build 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.
-

Build 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.
-

ould Communicate Effectively and Appropriately

peaking

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.

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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.

resentations

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.

rofessional 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.

ustomer Service

1. Establishes positive relationships with internal/external customers.
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ould Use Critical Thinking

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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.
-

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.
-

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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Nebraska Department of Education Career Ready Practice Standards

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

Event or Program: Career Connection

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:

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:

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:

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:

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:

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:

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:

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

- | | |
|--------------------------|--|
| <input type="checkbox"/> | 1. Understands the knowledge and skills required of an entrepreneur. |
| <input type="checkbox"/> | 2. Describes the opportunities for entrepreneurship in a given industry. |
| <input type="checkbox"/> | 3. Weighs the opportunities, benefits and risks of entrepreneurship versus employment in a career. |

Evidence:
