

## **Career Readiness Skills Curriculum**

Is your school looking for curriculum help in teaching employability skills? This file may just be what you need. The Lehigh Valley Workforce Development Board received a grant to address Career Readiness. The outcome was a career readiness skills curriculum based on the nine areas of the Employability Skills Framework developed as part of the Support for States Employability Standards in Career and Technical Education (CTE) and Adult Education project, an initiative of the Office of Career, Technical, and Adult Education, U.S. Department of Education.

The following employability skills are addressed in the curriculum:

### **Employability Curriculum Syllabus**

- 0.0 Introduction
- 0.1 US Department of Education Employability Skills
- 0.2 Employability Skills Curriculum Crosswalk

#### **Unit 1: Personal Qualities**

- 1.1 Expectations and Orientation
- 1.2 Professionalism
- 1.3 Getting to Know Myself

#### **Unit 2: Critical Thinking and Academic Skills**

- 2.1 Critical Thinking and Problem Solving
- 2.2 Strategic Planning and Idea Mapping

#### **Unit 3: Communication Skills**

- 3.1 Verbal Communication
- 3.2 Writing Professional Resume's
- 3.3 Written Professional Communication
- 3.4 Networking and Elevator Pitches

#### **Unit 4: Interpersonal Skills**

- 4.1 It's All about Teamwork
- 4.2 Customer Service
- 4.3 Leadership Begins with Motivation and Initiation
- 4.4 Conflict Resolution
- 4.5 Diversity and Cultural Competence

#### **Unit 5: Data and Technology**

- 5.1 Researching
- 5.2 Career Research Project- Thesis Statement
- 5.3 Career Project- Outlines and First Drafts
- 5.4 Career Project-Final Draft
- 5.5 Visuals and Information Visuals

#### **Unit 6: Systems Thinking & Resource Management**

- 6.1 Entrepreneurship
- 6.2 Business Plan

There are many ways to use the curriculum. It will work well for schools with a Diversified Occupations Program when the students must meet with the DO instructor at least once a week. (see the file Diversified Occupations). The Cooperative Education teacher may use some

of the materials during the classes with the Co-op students. The regular career & technical education teacher may use it to provide employability skills instruction which is a requirement of Chapter 4 and is evaluated under the Chapter 339 Approved Program Review. The CTSO advisor can also use the material for leadership training. The following are requirements of teaching employability skills.

#### Chapter 4.1.2.5 Academic Standards:

*Career education and work.* Understanding career options in relationship to individual interests, aptitudes and skills including the relationship between changes in society, technology, government and economy and their effect on individuals and careers. Development of knowledge and skill in job-seeking and job-retaining skills and, for students completing vocational-technical programs, the skills to succeed in the occupation for which they are prepared.

#### Chapter 4.31 (c)

Career & technical education programs must consist of a series of planned academic and vocational-technical education courses that are articulated with one another so that knowledge and skills are taught in a systematic manner. When appropriate, career & technical education programs must adopt, in program areas for which they are available, industry recognized skills standards and may also include cooperative vocational-technical education and participation in **career & technical student organizations to develop leadership skills.**

#### **Approved Program Evaluation Checklist**

Involvement in Career and Technical Student Organizations – Chapter 339.4(b)(10), 339.30(a), 339.30(b), 339.30(c), 339.30(d), 339.30(e); Chapter 4.31(c)

*8.2 Provide documentation that instruction in the approved program includes: the development of human relations skills; knowledge of occupations; and leadership competencies and positive attitudes toward fulfilling occupational, civic, social and community responsibilities.*

*Documentation/ Evidence:*

- *Lesson plans (samples)*
- *Unit plans (samples)*
- *Learning guides (samples)*