APPENDIX E

RECOMMENDED WORKPLACE COMPETENCIES

The District recognizes the importance of developing the following workplace competencies in each student:

1. **Competencies Related to Self.** District students shall be equipped to:
   
   A. Organize their own time, effort, money, materials, tools, and information.
   
   B. Understand how economic and market conditions affect their work.
   
   C. Understand the importance of punctuality.
   
   D. Take responsibility for their own actions.
   
   E. Work effectively as individuals.

2. **Competencies related to Co-workers, Employees, and Clients.**

   District students shall be equipped to:
   
   A. Supervise and be supervised.
   
   B. Work effectively as members of a team.
   
   C. Communicate clearly and effectively.
   
   D. Embrace diversity. Respect individual differences of race, culture, ethnicity, and gender.
   
   E. Communicate clearly and effectively in writing, using correct standard spelling and grammar.
   
   F. Negotiate agreements and resolve conflicts.
3. **Competencies Related to Equipment.** District students shall be equipped to:

A. Process information technologically and cognitively.

B. Select and use appropriate equipment to accomplish tasks.

C. Understand and exercise proper safety protocol in all settings.