

## APPENDIX E

### RECOMMENDED WORKPLACE COMPETENCIES

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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.

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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.