

# List of Essential Skills

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As a result of both school-based and work-based learning experience, students should obtain the following is a list of Essential Skills over the four years in high school.

**Communication:** *The student...*

*Comprehends verbal, written, and visual information and instructions; listens effectively; observes non-verbal communication; articulates and presents ideas and information clearly and effectively both verbally and in written form; and uses technology appropriately for communication.*

**Critical Thinking and Problem Solving:** *The student...*

*Demonstrates the following critical-thinking and problem-solving skills: exercises sound reasoning and analytical thinking; uses quantitative reasoning, makes judgments and explains perspectives based on evidence and previous findings; uses technology to find and process information; uses knowledge, facts, and data to solve problems; and applies system thinking.*

**Creativity and Innovation:** *The student...*

*Demonstrates originality and inventiveness in work; communicates new ideas to others; uses technology; and integrates knowledge across different disciplines.*

**Collaboration and Teamwork:** *The student...*

*Builds effective collaborative working relationships with colleagues and customers; is able to work with diverse teams, contributing appropriately to the team effort; negotiates and manages conflict; learns from and works collaboratively with individuals representing diverse cultures, ethnicities, ages, gender, religions, lifestyles, and viewpoints; and uses technology to support collaboration.*

**Initiative and Self-Management:** *The student...*

*Takes initiative and is able to work independently as needed; looks for the means to solve problems; actively seeks out new knowledge and skills; monitors his/her own learning needs; prioritizes tasks; persists in bringing tasks and projects to completion; manages time effectively; learns from his/her mistakes; and seeks information about related career options and postsecondary training.*

**Workplace Context and Culture:** *The student...*

*Understands the workplace's culture, etiquette, and practices; demonstrates professionalism; is punctual; takes responsibility; demonstrates integrity and ethical behavior; acts responsibly with others in mind; knows how to navigate the organization; understands how to build, utilize, and maintain a professional network of relationships and understands the role such a network plays in personal and professional success; understands health and safety risks in the workplace; uses technology related to the industry; and understands the role of employers and employees in communicating about risks, reducing risks, and creating a safe work environment.*