



**MERIDIAN TECHNICAL CHARTER HIGH SCHOOL**

**EMPLOYMENT PREPARATION**

Grade Level: Juniors

**COURSE STANDARDS/OBJECTIVES**

Solve problems and make informed decisions in work-related situations
Determine individual time-management skills
Use observation skills to analyze work-related situations
Apply basic communication skills: Oral, written, listening skills
Apply demonstration and presentation skills to convey information through multimedia presentations by marketing career choice to freshman class
Identify and apply customer service skills in work-related situations: define the customer, customer expectations, cost of customer service
Demonstrate skills needed to enter or reenter the workforce: interviewing, conducting a job search network, completing job applications/forms, assemble, organize and refine an electronic portfolio
Assess differences in the wages, benefits, annual incomes, cost of living, and job opportunities associated with selected career options
Chart career using career-planning skills
Complete a survey for employment opportunities
Apply self-management processes in the workplace: job shadow activity
Obtain and participate a job shadow(s) experience at a local business
Identify & recognize safety issues: complete OSHA 10 Hour General Industry Certification
Identify attitudes, values and behaviors for a positive workplace ethic, codes of conduct
Identify and apply conflict resolution and team negotiation skills
Illustrate an organizational structure and core values
Analyze your entry-level job skills: pre-internship employability & technical skills evaluation
Demonstrate social etiquette
Identify types and consequences of workplace harassment