

Professional Character Skills – Industry Resources

Lesson	Resource	Reference
Teaching Tips	<i>Training from the Back of the Room</i> 65 Ways to Step Aside and Let them Learn (Video examples, tips, and book)	https://bowperson.com/
Branding	Creating your Personal Brand Workbook Pricewater House Coopers (PwC) (pdf)	https://www.pwc.com/us/en/careers/campus/assets/img/programs/personal-brand-workbook.pdf
Career Exploration	Workforce Solutions Career videos of every industry Skills and abilities videos	http://www.careeronestop.org/Videos/CareerVideos/career-videos.aspx?&frd=true http://www.wrksolutions.com/for-individuals/career-exploration/when-i-grow-up/high-school-grades-9-12 http://www.educationplanner.org/students/career-planning/find-careers/career-clusters-activity.shtml https://www.virtualjobshadow.com/vs3/tools/v1/assessments/ https://www.mynextmove.org/ https://www.careeronestop.org/GetMyFuture/ https://www.bls.gov/ooh/ https://www.bls.gov/k12/games.htm - games and puzzles -occupational https://www.bls.gov/k12/content/students/careers/career-exploration.htm
Communication	Business Skills Infographics LMJ Associates Organization Development blog Trainer’s warehouse exercises Dept of Labor Youth exercises 50 Communication Exercises, Icebreakers	https://www.businessphrases.net/ www.lmja.com/blog <ul style="list-style-type: none"> • workplace problems; resolve conflict • make effective decisions • communicate effectively • build strong work teams <i>Example Short Articles:</i> <ul style="list-style-type: none"> ○ Intriguing Habits of Highly Successful People ○ Becoming a Better Employee ○ Six things to do to become more positive http://blog.trainerswarehouse.com/communication-and-listening-exercises/ https://www.dol.gov/odep/topics/youth/softskills/ https://www2.cortland.edu/dotAsset/c1a635f6-a099-4ede-8f15-79b86e315088.pdf
Cover Letters	Idealist Careers – 10 steps to dynamite cover letter	https://idealistcareers.org/cover-letter-10-steps/
First Impressions	First Impressions snap judgments– Today Show Student impressions	https://www.today.com/video/behind-the-science-of-making-a-first-impression-1137287235984?v=railb& https://www.youtube.com/watch?v=ldbyCcSGBGk

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Handling Conflict	Video tips (animated) Think it through – teen video	https://www.youtube.com/watch?v=EABFiCZJy8&t=51s https://www.youtube.com/watch?v=xDoQIpe5TxA
Intro	Skills for Success in 21 st century workplace <ul style="list-style-type: none"> Natl Institute for Professional Practice Forbes 15 Ways to teach soft skills in CTE classroom	https://www.professionalpractice.org/about-us/skills_for_success_2/ https://www.forbes.com/sites/forbescommunicationscouncil/2018/04/27/four-essential-skills-for-workplace-success-in-the-21st-century-digital-economy/#599086203fa4 https://www.realityworks.com/blog/15-ways-to-teach-soft-skills-in-your-cte-classroom/
Intro	7 Reasons Why Emotional Intelligence Is One of The Fastest-Growing Job Skills Robots are coming for your job—soft skills to fend them off	https://www.fastcompany.com/3059481/7-reasons-why-emotional-intelligence-is-one-of-the-fastest-growing-job-skills https://www.linkedin.com/pulse/robots-coming-your-job-essential-soft-skills-help-you-glenn-leibowitz
Lesson Code Switching	KDuggins – black female teen TedTalk (code switching) Students in school Entire PBS lesson plan	https://www.youtube.com/watch?v=sncGGjaYJ5I https://vimeo.com/86367860 http://www.pbs.org/pov/americanpromise/lesson-plan/
Networking	Follow-up email after meeting new contact for network	http://www.mindmaven.com/blog/how-to-write-a-great-follow-up-email-to-a-meeting/ https://www.thebalancecareers.com/job-fair-follow-up-2060750 https://www.thebalancecareers.com/follow-up-letter-to-a-contact-met-at-a-networking-event-2063486 https://www.themuse.com/advice/finally-5-email-templates-that-make-following-up-with-anyone-way-less-awkward
Online Courses	MOOC Courses Is it for teens? Suggested topics: http://onlinelearningsuccess.org/online-courses-teenagers/ Group and Training Activity Database – contain activities for a variety of subject matters	<ul style="list-style-type: none"> Khan Academy - https://www.khanacademy.org/college-careers-more Coursera EdX Class-central.com Udacity Open2study http://activities.thetrainingworld.com/index.php?
Professional Dress	How Your Professional Appearance Affects Productivity and Confidence	https://advisorsresource.amzfinancial.com/blog/how-your-professional-appearance-affects-productivity-and-confidence
Professional Email	Professional Email Tips	https://www.huffingtonpost.com/entry/the-etiquette-of-a-profes_b_5275926.html

Lesson	Resource	Reference
Resumes, Interviews Career Planning	Idealist Careers Monster.com – career and workplace advice Interview Formats 51 questions candidates can ask employer Send thank – you notes to employers	www.idealist.org Career planning, job search (interviews, resume writing) https://www.monster.com/career-advice https://www.themuse.com/advice/10-types-of-interviews-and-how-to-ace-them https://www.themuse.com/advice/51-interview-questions-you-should-be-asking https://www.monster.com/career-advice/article/write-winning-thank-you-letters?wt.mc_n=CRM_B2C_US_EN_ONG_E_NEWS_EXP_A2&sp_rid=MzA4OTU5MTcxNAS2&sp_mid=2172247
Time Management	Task Mgmt vs Time Mgmt (tips for task mgmt) Urgency vs Importance – Eisenhower Matrix technique	https://teamweek.com/blog/2017/10/time-management-vs-task-management/ https://idealistcareers.org/eisenhower-matrix-time-mgmt/
Workplace Diversity	Who is in your workplace? <ul style="list-style-type: none"> • Silent Generation • Baby Boomer • Generation X • Generation Y (Millennial) • Generation Z 	https://www.shrm.org/hr-today/news/hr-news/conference-today/pages/2017/5-generations-7-values-endless-opportunities.aspx
Workplace Etiquette	Telephone Etiquette- video Cursing in the Workplace Handling Mistakes 8 Tips Overcome bad manners Video 7 tips (1:43)	https://www.youtube.com/watch?v=Nq65EmDpBA0 https://www.huffingtonpost.com/entry/office-etiquette-oh-did-i_b_5715465.html https://www.huffingtonpost.com/entry/how-to-properly-handle-an_b_5642812.html https://www.huffingtonpost.com/entry/8-business-etiquette-tips_b_4665674.html https://www.forbes.com/sites/lisaquast/2014/04/07/office-etiquette-tips-to-overcome-bad-manners-at-work/#1a5453974a37 https://www.youtube.com/watch?v=HcflUY1BPcY