

**CTAE-Work Based Learning I 00.7114030
(Sept 2022)**

**Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ IS OS
 (Circle One)**

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| --- | --- | --- |
| **Date** | **Modules** | **Checklist** |
|  | **JOB READY CAREER SKILLS** |
|  | Workplace Ethics: Demonstrating Good Work Ethics |  |
|  | Workplace Ethics: Maintaining Honesty |  |
|  | Personal Characteristics: Showing Dependability |  |
|  | Personal Characteristics: Handling Criticism |  |
|  | Employer Expectations: Behaviors Employers Expect |  |
|  | Employer Expectations: Objectionable Behaviors |  |
|  | Time Management: Managing Time |  |
|  | Time Management: Overcoming Procrastination |  |
|  | Customer Service: Interacting with Customers |  |
|  | Customer Service: Handling Customer Complaints |  |
|  | On-the-Job Etiquette: Using Professional Manners |  |
|  | Person-to-Person Etiquette: Showing Politeness |  |
|  | Person-to-Person Etiquette: Interacting with Your Boss |  |
|  | Cell Phone and Internet Etiquette: Cell Phone Etiquette |  |
|  | Communicating at Work: Giving and Receiving Feedback |  |
|  | Communicating at Work: Handling Anger |  |
|  | Presenting Yourself: Looking Professional |  |
|  | Presenting Yourself: Accepting Criticism |  |
|  | Comparing Virtual, Hybrid, and Centralized Work |  |
|  | When Given the Choice of Hybrid or Virtual Work |  |
|  | Role of Communications in a Hybrid Environment |  |
|  | **Job Ready Career Skills Average (30%)** |  |
|  | **Time Sheet (30%)** |  |
|  | **Employer Evaluation (30%)** |  |
|  | **Meeting Grade (10%)** |  |

**Work Based Learning I FINAL GRADE**\_\_\_\_\_\_\_\_

**Portfolios (Job Ready Career Skills) User Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Password: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**