**Ideas for Life Skills**

**Work Skills and Student Responsibilities:**

* Attitudes and Behavior:
  + Importance of positive attitudes in work and school
  + Be there
  + Keeping your focus
  + Doing your best
  + Accepting guidance and direction
  + Being flexible
  + Staying calm
  + Looking after yourself
  + Honesty
  + Positive attitudes work
* Service Skills:
  + Essentials
  + Handling difficult situations
  + Effective communication
  + Dealing with customers
  + Professionalism
  + Satisfying customer needs
  + Good service
* Prepare a resume, job application, cover letter, thank you letters
* Training in interviewing skills
* Training in effective job seeking

*Resources and standards have come from the Education Dept. of Indiana, Education Dept. of Georgia, the American Association of Family and Consumer Sciences, the American Red Cross, Josephson Institute, and UCLA.*