**Work Skills and Student Responsibilities**

**Possible Standards for this Course…**

* 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