**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