

List of Potential Career Ready Practices - Updated 6/6/24

Practice	Description	Skills
<p>Communicate clearly, effectively, and within reason</p>	<p>Career-ready individuals are able to communicate thoughts, ideas, and action plans with clarity, whether using written, verbal, and/or visual methods. This Career Ready Practice includes active listening to peers and colleagues regardless of level, and ensuring diverse perspectives are heard, considered, and fostered. Regardless of communication method, individuals understand the needs of a specific audience and are able to tailor their message or style to meet these needs. Proficiency in communication helps build strong relationships, facilitates collaboration, and ensures that information is accurately exchanged.</p>	<ul style="list-style-type: none"> ● Verbal, written, and visual communication ● Active listening ● Presentation skills ● Persuasion
<p>Think critically to make sense of problems and persevere in solving them</p>	<p>Career-ready individuals readily recognize problems in the workplace, understand the nature of the problem, and effectively plan to solve the problem in an efficient way. Individuals can analyze information and evaluate various courses of action for future success. This Career Ready Practice prepares individuals to tackle complex challenges, innovate solutions, and contribute to strategic planning and operational efficiency. Individuals should also use lessons learned from previous projects to improve future projects, systems, or processes through continuous improvement.</p>	<ul style="list-style-type: none"> ● Analytical thinking ● Decision-making ● Research skills ● Logical reasoning ● Continuous improvement
<p>Collaborate productively while using cultural and global competencies</p>	<p>Career ready individuals are able to work effectively in diverse teams to successfully accomplish a goal. This Career Ready Practice includes understanding team dynamics, respecting diverse perspectives, and contributing positively to team outcomes. Effective collaboration leverages the strengths of team members, enhances problem-solving, and leads to innovative solutions by recognizing that each team member has something unique to contribute. Preparing to work in diverse teams ensures readiness for the collaborative nature of modern workplaces and requires recognizing biases and advocating for inclusive practices. Cultivating an inclusive environment not only enhances team dynamics but also drives innovation and reflects positively on organizational culture.</p>	<ul style="list-style-type: none"> ● Teamwork and collaboration ● Conflict resolution ● Cultural awareness and competence ● Networking ● Recognizing and mitigating biases
<p>Use digital skills and technologies to enhance productivity and make data-informed decisions</p>	<p>Career-ready individuals are digitally literate- proficient with the digital skills and technology that are regularly used in their evolving workplace. This Career Ready Practice involves using digital tools to enhance productivity, understanding the impact of technology on one's work, and staying updated with technological advancements that may have future impacts for a given industry area. Individuals should also be able to use technology and digital tools to analyze and report data, helping to make decisions that are data-informed and data-driven.</p>	<ul style="list-style-type: none"> ● Proficiency with digital tools ● Data analysis ● Adaptability to and continuous learning of new technologies ● Technology integration

<p>Remain resilient to a changing workplace and world of work</p>	<p>Career-ready individuals have the ability to adjust to change and remain resilient in the face of challenges, both within a workplace and throughout their careers. This Career Ready Practice involves maintaining a positive attitude despite challenges and being open to new ideas and feedback. Individuals should seek to act in ways that contribute to the betterment of their teams, families, community and workplace. Developing adaptability, flexibility, and resilience helps individuals navigate career transitions, embrace new opportunities, and maintain productivity and well-being under pressure.</p>	<ul style="list-style-type: none"> ● Resilience ● Stress management ● Lifelong learning ● Change management
<p>Manage time and space effectively</p>	<p>Career-ready individuals are able to effectively manage their time and utilize organizational skills to prioritize tasks and meet deadlines. This Career Ready Practice includes planning, delegating tasks effectively, and maintaining a well-organized workspace, in both physical and virtual environments. Mastering these skills leads to increased efficiency, better project outcomes, and a balanced workload.</p>	<ul style="list-style-type: none"> ● Prioritization ● Task management ● Goal setting ● Delegation ● Organization
<p>Demonstrate creativity and innovation</p>	<p>Career-ready individuals are able to utilize innovation and creativity to think outside the box and develop new ideas and solutions. This Career Ready Practice encourages a mindset of continuous improvement and adaptability. It prepares individuals to drive change, create value, and stay competitive in a rapidly evolving workplace.</p>	<ul style="list-style-type: none"> ● Adaptability ● Brainstorming ● Design thinking ● Creative problem-solving
<p>Act as a good steward of organizational and personal finances and resources.</p>	<p>Career-ready individuals are financially literate and can demonstrate their ability to make cost-effective decisions on behalf of themselves and their workplace. This Career Ready Practice includes managing personal finances, understanding financial documents, and making informed financial decisions. Financial literacy empowers individuals to make sound investments, budget effectively, and contribute to the financial health of their organization.</p>	<ul style="list-style-type: none"> ● Budgeting ● Financial planning ● Risk assessment ● Cost-benefit analysis
<p>Navigate an education and career path aligned to strengths, interests, and goals.</p>	<p>Career-ready individuals are self-aware, and can understand their own strengths and how to leverage them effectively in their careers. They are also aware of their areas for improvement, seeking opportunities for growth and acting on feedback to improve continuously. This Career Ready Practice is essential for setting realistic career goals, pursuing professional development opportunities, reskilling and upskilling to keep skills and knowledge relevant, and achieving personal and professional fulfillment.</p>	<ul style="list-style-type: none"> ● Self-awareness ● Self-assessment ● Goal setting ● Feedback utilization ● Emotional intelligence

<p>Attend to physical and mental wellbeing</p>	<p>Career-ready individuals can maintain personal health and wellness, crucial for long-term career success. This Career Ready Practice includes focusing on physical health, being attentive to their mental well-being, and developing an appropriate work-life balance. Fostering a healthy lifestyle ensures sustained productivity, reduces stress, and enhances overall quality of life, which directly impacts professional performance and satisfaction.</p>	<ul style="list-style-type: none"> ● Stress management ● Healthy lifestyle choices ● Work-life balance ● Mindfulness practices
<p>Consider the environmental and social impacts of decisions.</p>	<p>Career-ready individuals understand the interrelated nature of their actions and regularly make decisions that positively impact and/or mitigate negative impact on other people, organizations, and the environment. They consider the long-term consequences of their decisions and actively plan for the future sustainability of projects, systems, and processes. Developing sustainability and environmental literacy skills prepares individuals to also contribute to a greener future and address global challenges such as climate change and resource depletion.</p>	<ul style="list-style-type: none"> ● Decision-making ● Environmental awareness ● Sustainable practices ● Resource conservation
<p>Apply appropriate academic and technical skill</p>	<p>Career-ready individuals readily access and use the knowledge and skills acquired through experience and education to be effective and productive employees. They should have the technical proficiency to use the language, tools, technologies, and methodologies relevant to their specific industry sector. They make connections between abstract concepts with real-world applications and they make correct insights about when it is appropriate to apply the use of an academic skill in a workplace situation. This Career Ready Practice includes staying updated with industry advancements and continuously improving technical skills aligned with the changing needs of their sector.</p>	<ul style="list-style-type: none"> ● Industry-specific tools ● Technical problem-solving ● Continuous learning ● Software proficiency

Appendix: Crosswalk to Existing Career Ready Practices

CAREER READY PRACTICES UPDATES

The following table reflects updates made to the Career Ready Practices.

Previous Career Ready Practices	Updated Career Ready Practices	Previous Career Ready Practices	Updated Career Ready Practices
Communicate clearly, effectively, and with reason.	Communicate clearly, effectively, and within reason.	Demonstrate creativity and innovation.	Demonstrate creativity and innovation.
Use critical thinking to make sense of problems and persevere in solving them.	Think critically to make sense of problems and persevere in solving them.	Act as a responsible and contributing citizen and employee.	Act as a good steward of organizational and personal finances and resources.
Work productively in teams while using cultural/global competence	Collaborate productively while using cultural and global competencies.	Plan education and career path aligned to personal goals.	Navigate an education and career path aligned to strengths, interests, and goals.
Use technology to enhance productivity.	Use digital skills and technologies to enhance productivity and make data-informed decisions.	Attend to personal health and financial well-being.	Attend to physical and mental wellbeing.
Employ valid and reliable research strategies	(Not included as stand alone CRP)	Consider the environmental, social and economic impacts of decisions.	Consider the environmental and social impacts of decisions.
Model integrity, ethical leadership and effective management.	Manage time and space effectively.	Apply appropriate academic and technical skills.	Apply appropriate academic and technical skills.
	Remain resilient to a changing workplace and world of work		

The updated version of the Career Ready Practices–

- ❖ *Reorganizes* the skills highlighted in each career ready practice description into a skills column;
- ❖ *Rephrases* the career ready practices for clarity and conciseness;
- ❖ *Reframes* personal practices such as financial literacy and ethics to reflect their use in the workplace;
- ❖ *Offers* tasks and job descriptions that an individual who demonstrates this career ready practice may be expected to accomplish.