Demonstrating Workplace Readiness Skills: Personal Qualities and People Skills

1. Demonstrate positive work ethic.
2. Demonstrate integrity.
3. Demonstrate teamwork skills.
4. Demonstrate self-representation skills.
5. Demonstrate diversity awareness.
6. Demonstrate conflict-resolution skills.
7. Demonstrate creativity and resourcefulness.

Demonstrating Workplace Readiness Skills: Professional Knowledge and Skills

8. Demonstrate effective speaking and listening skills.
9. Demonstrate effective reading and writing skills.
10. Demonstrate critical-thinking and problem-solving skills.
11. Demonstrate healthy behaviors and safety skills.
12. Demonstrate an understanding of workplace organizations, systems, and climates.
13. Demonstrate lifelong-learning skills.
14. Demonstrate job-acquisition and advancement skills.
15. Demonstrate time-, task-, and resource-management skills.
16. Demonstrate job-specific mathematics skills.
17. Demonstrate customer-service skills.

Demonstrating Workplace Readiness Skills: Technology Knowledge and Skills

18. Demonstrate proficiency with technologies common to a specific occupation.
19. Demonstrate information technology skills.
20. Demonstrate an understanding of Internet use and security issues.
21. Demonstrate telecommunications skills.

Examining All Aspects of an Industry

22. Examine aspects of planning within an industry/organization.
23. Examine aspects of management within an industry/organization.
24. Examine aspects of financial responsibility within an industry/organization.
25. Examine technical and production skills required of workers within an industry/organization.
26. Examine principles of technology that underlie an industry/organization.
27. Examine labor issues related to an industry/organization.
28. Examine community issues related to an industry/organization.
29. Examine health, safety, and environmental issues related to an industry/organization.

Addressing Elements of Student Life

30. Identify the purposes and goals of the student organization.
31. Explain the benefits and responsibilities of membership in the student organization as a student and in professional/civic organizations as an adult.
32. Demonstrate leadership skills through participation in student organization activities, such as meetings, programs, and projects.
33. Identify Internet safety issues and procedures for complying with acceptable use standards.

Understanding the Fundamentals of Boat Design and Construction

34. Explain basic techniques used in boat building.

Demonstrating Woodworking Skills

35. Produce a wooden boat component of various types of marine wood, using hand tools.
36. Produce a wooden boat component of various types of marine wood, using pneumatic and electric hand tools.
37. Produce a wooden boat component of various types of marine wood, using pneumatic and electric power tools.
38. Manipulate wood to create a variety of joints and shapes using the appropriate marine woodworking techniques and adhesives.

Performing Fiberglass Construction and Repair
39. Create a small fiberglass part.
40. Perform detailing functions.
41. Repair fiberglass and gel coat.

Maintaining and Repairing Inboard and Inboard/Outboard Engine Systems
42. Remove and install a propeller on an inboard and inboard-outboard engine, inspecting the hub for damage and following procedures that adhere to engine manufacturer's recognized practices and procedures.
43. Perform seasonal maintenance on a gasoline-fueled engine, according to engine manufacturer's recognized procedures and practices, using appropriate testing equipment.
44. Perform routine maintenance on a gasoline-fueled engine, according to engine manufacturer's recognized procedures and practices, using appropriate testing equipment.
45. Perform seasonal maintenance on a diesel-fueled engine, according to engine manufacturer's recognized procedures and practices, using appropriate testing equipment.
46. Perform routine maintenance on a diesel-fueled engine, according to engine manufacturer's recognized procedures and practices, using appropriate testing equipment.

Maintaining and Repairing Outboard Engine Systems
47. Remove and install a propeller on an outboard engine, inspecting the hub for damage and using procedures that adhere to engine manufacturer's recognized practices and procedures.
48. Perform seasonal maintenance on a gasoline-fueled engine, according to engine manufacturer's recognized procedures and practices and using appropriate testing equipment.
49. Perform routine maintenance on a gasoline-fueled engine, according to engine manufacturer's recognized procedures and practices and using appropriate testing equipment.

Understanding Marine Systems
50. Construct a simple electrical circuit for a bilge pump, running lights, or horn.

Practicing Safe Vessel Transportation on Land
51. Describe the techniques to transfer a boat from a trailer to stands.
52. Troubleshoot and maintain a boat trailer and trailer lights.
53. Identify means other than a trailer for moving vessels over ground and the advantages and disadvantages of each.

Performing Marina Operations and Yard Services
54. Perform bottom preparation and painting, following paint manufacturer's recommendations.

Demonstrating Metalworking Skills
55. Create a weld for various metals.
56. Cut pieces of steel and aluminum.

Preparing for a Career
57. Prepare a resume.
58. Prepare job-related correspondence.
59. Complete a job application.
60. Complete the interview process.
61. Describe the procedure for resigning from a job.
62. Maintain/enhance job skills through continuing education and other professional development opportunities.