

## **Workplace Skills**

### **Course Information**

**Developers:** HVAC State Curriculum Committee

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**Development Date:** 11/18/2010 & 11/16/2012

**KBOR Facilitators:** Dr. Dennis Rittle / Don H. Richards  
Shirley Antes/ Rita Johnson/Zoe Thompson

**Business & Industry Liaison:** Ray Frederick

**Credit Hours:** 1

### **Course Competencies:**

Students will be able to:

1. Proficiently use listening skills to interpret, analyze and follow through on instructions.
2. Demonstrate oral communication through presentations, speeches, interviews and group interactions.
3. Display the necessary human relation skills to be a valued employee.
4. Utilize problem solving/decision making in a work environment.
5. Participate in team tasks in building group consensus.
6. Identify and explain resource management.
7. Develop time management strategies for scheduling, meeting deadlines and prioritizing tasks.
8. Interpret work ethics for responsibility, behavior, workplace rules that lead to job satisfaction.
9. List the job interview skills necessary in a career decision-making process.