

## APPENDIX A

### BADGE I: MINDSETS (THREE HOURS)

- **ACCOUNTABILITY** – Accepts responsibility to complete assigned tasks and perform required duties in the workplace
- **APPRECIATION OF DIVERSITY** – Embraces diverse views and varying perspectives; demonstrates empathy and respect for others
- **ATTITUDE** – Understand how positive and negative attitudes can affect work relationships and environments
- **CAREER PATH** – Relates interest, aptitude and abilities to appropriate in-demand occupations in order to select career path
- **INTELLECTUAL RISK-TAKING** – Develops a healthy balance of mental, social-emotional and physical well-being; understands that lifelong learning is necessary for long-term career success; willingness to work and learn and continually apply new knowledge
- **SELF-CONFIDENCE** – Possesses belief in one's own ability to succeed
- **SENSE OF BELONGING** – Demonstrates a sense of belonging in the job environment; demonstrates commitment to an organization
- **WORTH** – Understand worth in the workplace and how it can be recognized and rewarded

### BADGE II: SELF-MANAGEMENT (FIVE HOURS)

- **ADAPTABILITY** – Manages transitions and adapts to changing situations and responsibilities
- **EMOTIONAL INTELLIGENCE** – Ability to identify and manage personal emotions as well as the emotions of others
- **FLEXIBILITY** – Willing and able to readily respond to changing circumstances and expectations; ability to adapt or modify as situations arise
- **GRIT** – Proves tenacity, resilience and firmness of character in fast-paced, often ambiguous environments
- **INDEPENDENCE** – Works independently; creates relationships with mentors and supervisors that support success
- **INTEGRITY** – Trustworthy, honest and comprehends ethical courses of action
- **MONEY MANAGEMENT** – Handle all aspects of finances including the process of budgeting, saving, investing and spending for an individual or group
- **PERSEVERANCE** – Delays immediate gratification for long-term rewards; demonstrates endurance, follow-through and capacity to complete tasks
- **PRIDE IN WORK** – Assumes responsibility, takes personal ownership of performance quality; understands short-comings and sets goals to improve
- **PROFESSIONALISM** – Uses appropriate judgment; demonstrates empathy and respect for others, demonstrates social maturity and behaviors appropriate to the situation and environment; dresses appropriately, speaks politely
- **RELIABILITY** – Depended upon by others for accuracy, honesty, trustworthiness and/or achievement
- **RESPONSIBILITY** – Shows ability to make decisions or act independently without authorization; being answerable or accountable for actions within one's power, control, or management; prioritizes tasks and duties and completes all projects in a timely manner
- **SELF-DISCIPLINE** – Demonstrates self-discipline and self-control
- **SELF-MOTIVATION** – Ability to undertake a task or activity without influence from other people or situations
- **SELF-RESPECT** – Treats themselves and others in a healthy way; demonstrates regard for the dignity of one's character; sets boundaries and has the ability to ask for help when necessary
- **STRESS MANAGEMENT** – Overcomes barriers to learning in the workplace; demonstrates effective coping skills when faced with a problem; performs under pressure and achieves deadlines
- **TIME MANAGEMENT** – Prioritizes and balances school, home, work and community activities
- **WORK ETHIC** – Punctual with good attendance; does not abuse drugs, maintains appropriate hygiene and attire; demonstrates ethical decision-making and social responsibility

### BADGE III: LEARNING STRATEGIES (FIVE HOURS)

- **ATTENTION TO DETAIL** – Demonstrates high-quality work by reviewing the detailed aspects of work process and end products or service
- **CREATIVITY** – Demonstrates ability to turn new and imaginative ideas into reality; recognize ideas, possibilities, or alternatives to communicate with others, solve problems, and entertain
- **CRITICAL THINKING** – Engages in reflective and independent thinking; solves problems systematically; detects inconsistencies and common mistakes in reasoning; identifies the relevance and importance of ideas; understands the logical connections between ideas
- **DECISION MAKING** – Utilizes critical thinking skills to make informed decisions based on options, rewards, risks, limits and goals
- **INFORMATION GATHERING** – Observes and gathers evidence and considers multiple perspectives to make informed decisions; locates, organizes, analyzes and communicates information
- **INITIATIVE** – Applies self-motivation and self-direction to learning
- **ORGANIZATION** – Plans and organizes long and short term academic, career and social/emotional goals; balances all types of workplace and personal situations
- **PROBLEM SOLVING** – Applies critical thinking skills to complex problems; evaluates causes, problems, patterns or issues and explores workable and innovative solutions to improve situations
- **PRODUCTIVITY** – Ability to create, enhance, generate, or produce in a given amount of time
- **TECHNOLOGY SAVVY** – Applies existing and emerging media and computer application skills
- **WILLINGNESS TO LEARN** – Readiness to know new things and to improve oneself; desire to be more qualified in the workplace and to improve upon professional skills and competencies
- **WRITTEN COMMUNICATION** – Any message exchanged between two or more persons that make use of written words

### BADGE IV: SOCIAL SKILLS (THREE HOURS)

- **CONFLICT MANAGEMENT** – Negotiates to resolve or mediate conflict; avoids potential or perceived conflict
- **EMPATHY** – Senses other people's feelings and emotions; able to imagine what someone else might be thinking or feeling
- **LEADERSHIP** – Guides, supports and encourages groups of diverse teams; sharing knowledge and skills when possible
- **LISTENING SKILLS** – Accurately receives and interprets messages in the communication process; listens beyond words to understand a deeper message
- **ORAL COMMUNICATION** – Clearly, effectively and convincingly expresses ideas and messages to others
- **RESPECT** – Demonstrates ability to relate to others in ways that consider their priorities and beliefs important; acknowledges one's feelings, listening to others, appreciates others because of their qualities, actions and achievements
- **SELF-ADVOCACY** – Asserts self when necessary
- **TEAMWORK** – Creates positive and responsive relationships with peers, colleagues and customers; uses effective collaboration and cooperation skills

### BADGE V: WORKPLACE SKILLS (THREE HOURS)

- **CODE OF CONDUCT** – Learns to adhere to company codes of conduct, which could include, but are not limited to; prohibition of illegal activities/smoking/drinking/foul language/discrimination/harassment, confidentiality, procedures for calling in sick, expected dress and appearance, punctuality, etc.
- **CUSTOMER SERVICE** – Responds quickly to the needs of customers and achieves customer satisfaction
- **FOLLOWS DIRECTIONS** – Follows employer established policies and business practices
- **MANAGING OTHERS** – Comprehends the oversight necessary to successfully lead others to accomplish the goals outlined by the employer
- **MEETING DEADLINES** – Completes assigned tasks prior to the expected target date
- **PERSONAL SAFETY** – Demonstrates personal safety skills
- **RESOURCE ALLOCATION** – Identifies, leverages and distributes money and materials effectively and efficiently

## BADGE VI: LAUNCH A CAREER (TWO FIVE-HOUR WORKSHOPS)

- **INTERVIEWING** – Demonstrates ability to appropriately answer interview questions asked by an employer
- **JOB SEARCH** – Seeks employment opportunities through various outlets such as search engines, employer websites, personal networking, employment agencies, job fairs, etc.
- **ONLINE APPLICATIONS** – Ability to appropriately complete job applications via electronic methods
- **NETWORKING** – Establishes relationships with individuals who could potentially help with career opportunities
- **PERSONAL BRANDING** – Markets oneself to establish an impression in the mind of individuals who may contribute to one's personal or career success
- **PORTFOLIO BUILDING** – Collects documents representative of one's accomplishments, which includes, educational paperwork, extra-curricular activities, work-related activities, etc.
- **PROFESSIONAL DOCUMENTS** – Prepares documentation consisting of a resume, cover letter, references, thank you letters and industry specific resources
- **RESUME WRITING** – Compiles education, work experience, credentials, volunteer work and accomplishments to create a resume that will lead to future employment opportunities