



## DIVERSIFIED OCCUPATIONS

CIP 32.0105

2019-2020

Task #	Secondary Competency Task Grid
<b>100</b>	<b>OCCUPATIONAL ORIENTATION AND SAFETY</b>
101	Identify program policies and procedures
102	List program objectives
103	Describe work ethics
104	Complete forms
<b>200</b>	<b>CAREER DEVELOPMENT AND PLANNING</b>
201	Construct a profile of personal interests, aptitudes, abilities, and values
<b>300</b>	<b>EMPLOYMENT ACQUISITION</b>
301	Prepare a resume
302	Prepare a letter of application
303	Complete employment applications
304	Demonstrate job interview techniques
305	Demonstrate interview / application follow-up activit(ies)
<b>400</b>	<b>HUMAN RELATIONS</b>
401	Analyze human relations in terms of employer responsibilities
402	Analyze human relations in terms of employee responsibilities
403	Analyze human relations in terms of co-worker responsibilities
404	Identify methods to resolve conflicts
405	Distinguish between positive / negative criticism
<b>500</b>	<b>HEALTH AND SAFETY</b>
501	Describe the need for safety practice and procedures
502	Identify ways to achieve personal safety practices
503	Identify general occupational safety practices
504	Describe the role of government agencies in providing for a safe workplace
<b>600</b>	<b>EMPLOYMENT RETENTION</b>
601	Demonstrate the positive attributes of a 'good listener'
602	Evaluate job changes and promotions
603	Diagram the organizational structure of a company
604	Interpret a performance evaluation
605	Identify sources of employee information regarding company policies and procedures
606	Summarize proper procedures for job termination
<b>700</b>	<b>LEGAL AWARENESS</b>



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701	Describe how labor regulations (Federal and State) affect employment certificates
702	Describe how labor regulations affect where a student can work
703	Describe how labor regulations affect the time a student can work
704	Describe how labor regulations affect wages
705	List the benefits provided by social security
706	List the benefits provided by workman's compensation
707	List the benefits provided by unemployment compensation
708	Describe the purpose of equal opportunity employment (EOE)
709	Identify major laws that regulate management relations
<b>800</b>	<b>CONSUMER SKILLS</b>
801	List personal financial goals
802	Prepare a budget
803	Describe the types and functions of taxes
804	Prepare tax forms of payroll deductions
805	Identify types of earnings
806	Describe forms of payroll deductions
807	Describe the various fringe benefits
<b>900</b>	<b>ECONOMICS</b>
901	Describe types of business organizations
902	Describe the opportunities of entrepreneurship
<b>1000</b>	<b>FUTURE PLANNING</b>
1001	List short and long term career goals
<b>1100</b>	<b>TECHNICAL RELATED INSTRUCTION</b>
1101	List specific rules and identify potential hazards at the job site
1102	Demonstrate safe work habits and attitudes on the job
1103	List your occupational skills
1104	List the occupational requirements to maintain employment at your job
1105	Describe the policies and procedures used by your cooperating employer
1106	Diagram your company's organizational structure
<b>1100</b>	<b>ON-SITE JOB TRAINING</b>
1101	