**32998 – Indicator Resource – Advanced Business Management & Entrepreneurship – Workplace Experience**

Below each competency are sample indicators that LEAs can use:

|  |
| --- |
| Benchmark 1.0: Interpersonal Skills: Examine and employ interpersonal skills in making informed decisions to continue business operations. |
| 1.1 | Demonstrate the ability to build successful relationships with clients/customers. |
| 1.2 | Participates in development programs, civic  meetings, conferences, functions, industry trade  associations, and other community-based programs. |
| 1.3 | Develops and maintains professional working  relationships.  |

|  |
| --- |
| Benchmark 2.0: Communication: Demonstrate use of the concepts, strategies, and systems for obtaining and conveying ideas and information to enhance communication in the workplace. |
| 2.1 | Apply verbal skills when obtaining and conveying  information. |
|  | Strong written and oral communication skills to explain business management and entrepreneurship jargon in simple terms.  |
|  | Ability to make complex industry language legible to  clients who have limited knowledge. |

|  |
| --- |
| Benchmark 3.0: Communications: Use correct grammar, punctuation and terminology to write and edit documents. |
| 3.1 | Compose internal and external multi-paragraph  documents clearly, succinctly, and accurately to  convey and obtain information effectively.  |
|  | Prepare simple written correspondence (For example:  cover letters, memorandums, resumes).  |
| 3.2 | Demonstrate proficiency in sharing & collaborating  with online documents. |
|  | Identify the elements of effective written  communications. |
|  | Use appropriate etiquette in written communications. |
|  | Write analytical reports (For example: reports that  examine a problem/issue and recommend an action). |
|  | Write research reports. |

|  |
| --- |
| Benchmark 4.0: Communications: Develop and deliver formal and informal presentations using appropriate media to engage and inform audiences |
| 4.1 | Develop and deliver oral presentations to provide  information for specific purposes. |
|  | Organize information effectively. |
| 4.2 | Demonstrate ability to post presentations online. |
|  | Select and use appropriate graphic aids. |
|  | Make oral presentations. |

|  |
| --- |
| Benchmark 5.0: Professional Knowledge: Demonstrate professional skill and/or knowledge in areas of the Business Management and Administration industry.  |
| 5.1 | Demonstrate knowledge of the understanding of business management and entrepreneurship concepts. |
|  | Create a promotional plan. |
| 5.2 | Demonstrate ability to collect and analyze feedback  from presentations or other business management and entrepreneurship activities.  |

|  |
| --- |
| Benchmark 6.0: Technical Skills: Demonstrate technical knowledge and skills. |
| 6.1 | Utilize knowledge and skills to perform job duties to  industry standards. |

|  |
| --- |
| Benchmark 7.0: Technical Skills: Demonstrate high aptitude for business management and entrepreneurship. |
| 7.1 | Implement lateral thinking. |
| 7.2 | Compile evidence of work experience and technical skill development |
|  | Place artifacts that demonstrate work experience and technical skill development in the electronic portfolio. |
|  | Compile evidence utilizing a reflection template. |
|  | Compile evidence in a journal. |
|  | Compile evidence that culminates in a presentation. |
| 7.3 | Demonstrate the twelve identified Career Ready Practices (Cross-walked with Employability Skills/Career Success Skills) |
|  | [Place artifacts that demonstrate employability/career success skills in the electronic portfolio section of the IPS. https://www.ksde.org/Portals/0/CSAS/CSAS%20Home/CTE%20Home/Measuring%20and%20Reflecting%20Student%20Learning%20%28002%29.pdf](https://www.ksde.org/Portals/0/CSAS/CSAS%20Home/CTE%20Home/Measuring%20and%20Reflecting%20Student%20Learning%20%28002%29.pdf) |
| 7.4 | Implement the ability to analyze scenarios and draw  suitable conclusions. |

|  |
| --- |
| Benchmark 8.0: Problem Solving and Decision Making: Assess the marketing implication of a complicated business structure. |
| 8.1 | Develop personalized solutions for a client. |

|  |
| --- |
| Benchmark 9.0: Problem Solving and Decision Making: Connect and analyze information for sound decision making. |
| 9.1 | Gather, organize, summarize and analyze data within  prescribed timeframes. |
|  | Access marketing strategy |
| 9.2 | Analyze ROI for promotion plan. |
| 9.3 | Analyze stage of product life cycle. |
| 9.4 | Review, examine and prepare documents and  projections. |
| 9.5 | Recommend corrective action when necessary based  on acquired knowledge and observation of best  practices in the industry while maintaining  confidentiality. |

|  |
| --- |
| Benchmark 10.0: Technology Tools: Employ technological tools to expedite workflow. |
| 10.1 | Use information technology tools to manage and  perform work responsibilities. |
|  | Assess information needs. |
|  | Use information literacy skills to increase workplace  efficiency and effectiveness. |
|  | Identify ways that technology impacts business. |
|  | Explain the role of information systems. |

|  |
| --- |
| Benchmark 11.0: Technology Tools: Operate writing and publishing applications to prepare business communications. |
| 11.1 | Prepare simple documents and other business  communications. |
|  | Demonstrate basic research skills. |
|  | Evaluate quality and source of information. |

|  |
| --- |
| Benchmark 12.0: Employability and Career Development: Explore, obtain, and develop strategies for ensuring a successful business career. |
| 12.1 | Develop personal traits and behaviors to foster career advancement. |
| 12.2 | Demonstrate employability/career success skills.  |
|  | Place artifacts that demonstrate employability/career  success skills in the electronic portfolio section of the  IPS. |

|  |
| --- |
| Benchmark 13.0: Employability and Career Development: Demonstrate skills related to seeking and applying for employment to find and obtain a desired job. |
| 13.1 | Create the standards and qualifications that must be  met in order for entering a career. |
|  | Prepare a resume. |
|  | Prepare a letter of application. |
|  | Complete an employment application. |
|  | Interview for employment. |