

GOVERNMENT AND PUBLIC ADMINISTRATION CAREER CLUSTER DESIGN

Government and Public Administration Pathway

CIP CODE 44.0401

APPROVED PATHWAY:

- Includes a minimum of three secondary-level credits.
- Includes a work-based element.
- Consist of a sequence:
 - Introductory-level course.
 - Technical-level course.
 - Application-level course.
- Supporting documentation includes:
 - Articulation Agreement(s).
 - Certification.
 - Program Improvement Plan.
 - Program of Study.
- Technical-level and Application-level courses receive .5 state weighted funding in an approved CTE pathway.

INTRODUCTORY LEVEL

Title	Code	Credit
* Introduction to Government and Public Administration	43001	0.5
Career and Life Planning	19258	0.5
U.S. History	04101	1
AP U.S. History	04104	1
American Government	04151	0.5
AP American Government	04159	0.5

TECHNICAL LEVEL

Title	Code	Credit
* Government and Public Administration Fundamentals	43105	0.5
IT for Service Professions	44010	0.5
Lifespan Development	45014	0.5

PUBLIC ADMINISTRATION STRAND

Title	Code	Credit
Business Management	12052	0.5
Business Law	12054	0.5
Accounting	12104	1
Business Economics	12105	0.5

PRE-LAW LEGAL ASSISTANCE STRAND

Title	Code	Credit
Government and Public Media Relations	04990	0.5
Business Economics	12105	0.5
Business Law	12054	0.5
Practical Law	44300	0.5

APPLICATION LEVEL

Title	Code	Credit
Foundations in Law	44305	1
Career Connections	19298	0.5
Governance Applications	43250	1
Legal Proceedings	44310	1

- * Required course for pathway approval.
- Courses required for graduation and unfunded.
- Or AP equivalent.
- Required course in the strand.

Common Career Technical Core

Course:	Career Ready Practices	Course #:	N/A	Credit:	
Pathways & CIP Codes:	All Pathways				
Course Description:	Career Ready Practices (CRP) describe the career-ready skills that educators should seek to develop in their students. These practices are not exclusive to a Career Pathway, program of study (PoS), discipline or level of education. CRP should be taught and reinforced in all career exploration and preparation programs with increasingly higher levels of complexity and expectation as a student advances through a PoS.				

Directions: *The following competencies are required for full approval of this course. Check the appropriate number to indicate the level of competency reached for learner evaluation.*

Rating Scale:

4. Exemplary Achievement: Student possesses outstanding knowledge, skills, or professional attitude.
3. Proficient Achievement: Student demonstrates good knowledge, skills, or professional attitude.
Requires limited supervision.
2. Limited Achievement: Student demonstrates fragmented knowledge, skills, or professional attitude.
Requires close supervision.
1. Inadequate Achievement: Student lacks knowledge, skills, or professional attitude.
0. No Instruction / Training: Student has not received instruction or training in this area.

Student: _____
Graduation Date: _____
I certify that the student has received training in the areas indicated.
Instructor Signature: _____

Sample Indicators for LEAs can be found at ([link to resource document](#))

Benchmark 1.0: Career Ready Practices					
	Competencies				
1.1	Act as a responsible and contributing citizen and employee.	4	3	2	1 0
1.2	Apply appropriate academic and technical skills.	4	3	2	1 0
1.3	Attend to personal health and financial well-being.	4	3	2	1 0
1.4	Communicate clearly, effectively and with reason.	4	3	2	1 0
1.5	Consider the environmental, social and economic impacts of decisions.	4	3	2	1 0
1.6	Demonstrate creativity and innovation.	4	3	2	1 0
1.7	Employ valid and reliable research strategies.	4	3	2	1 0
1.8	Utilize critical thinking to make sense of problems and persevere in solving them.	4	3	2	1 0
1.9	Model integrity, ethical leadership and effective management.	4	3	2	1 0
1.10	Plan education and career path aligned to personal goals.	4	3	2	1 0

1.11	Use technology to enhance productivity.	4	3	2	1	0
1.12	Work productively in teams while using cultural/global competence.	4	3	2	1	0

Government and Public Administration Career Pathway

Course:	Essential Knowledge and Skills	Course #:	N/A	Credit:	N/A
Pathways & CIP Codes:	Government and Public Administration (44.0401)				
Course Description:	These competencies are required in all government and public administration courses in addition to the course competencies.				

Directions: The following competencies are required for full approval of this course. Check the appropriate number to indicate the level of competency reached for learner evaluation.

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Benchmark 1.0: ACADEMIC FOUNDATIONS: Demonstrate language arts knowledge and skills required to pursue the full range of post-secondary education and career opportunities.

	Competencies					
1.1	Model behaviors that demonstrate active listening and respond appropriately.	4	3	2	1	0
1.2	Organize oral and written information.	4	3	2	1	0
1.3	Identify assumptions, purpose, outcomes/solutions and propaganda techniques.	4	3	2	1	0
1.4	Evaluate and/or critique oral and written documents for accuracy, appropriateness, clarity, relevancy and validity.	4	3	2	1	0
1.5	Present formal and informal speeches including discussion, information requests, interpretation and persuasive arguments.	4	3	2	1	0

Benchmark 2.0: ACADEMIC FOUNDATIONS: Demonstrate mathematics knowledge and skills required to pursue the full range of post-secondary education and career opportunities.

	Competencies					
2.1	Demonstrate knowledge of basic arithmetic operations such as addition, subtraction, multiplication and division.	4	3	2	1	0
2.2	Analyze data when interpreting operational documents and solving problems.	4	3	2	1	0
2.3	Analyze mathematical problem statements for missing and/or irrelevant data.	4	3	2	1	0

2.4	Construct charts/tables/graphs to support written and oral communication/data.	4	3	2	1	0
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Benchmark 3.0: ACADEMIC FOUNDATIONS: Demonstrate science knowledge and skills required to pursue the full range of post-secondary and career education opportunities.

Competencies						
3.1	Evaluate conflicting data and/or errors using scientific methods when conducting qualitative and quantitative analysis in areas of government and public services.	4	3	2	1	0

Benchmark 4.0: COMMUNICATIONS: Select and employ appropriate communication strategies to apply technical concepts and vocabulary .

Competencies						
4.1	Determine the most appropriate reading strategy for identifying the overarching purpose of a text.	4	3	2	1	0
4.2	Demonstrate use of content, technical concepts and vocabulary when analyzing information and following directions.	4	3	2	1	0
4.3	Interpret information, data and observations and apply information learned to actual practice.	4	3	2	1	0
4.4	Develop effective internal and external business correspondence that conveys and/or obtains information.	4	3	2	1	0
4.5	Communicate effectively with internal and external customers/clients/employees to foster positive relationships.	4	3	2	1	0
4.6	Evaluate the reliability of information from informational texts, internet web sites and/or technical resources.	4	3	2	1	0
4.7	Compose written documents clearly, succinctly, and accurately	4	3	2	1	0
4.8	Consider audience and purpose when preparing and editing written documents and oral presentations.	4	3	2	1	0
4.9	Use correct grammar, spelling, punctuation and capitalization when preparing written documents.	4	3	2	1	0
4.10	Interpret verbal and non-verbal behaviors when communicating /solving problems with clients and co-workers.	4	3	2	1	0

Benchmark 5.0: INFORMATION TECHNOLOGY APPLICATIONS: Use information technology tools specific to the career cluster to access, manage, integrate, and create information.

Competencies						
5.1	Operate technological tools (i.e. electronic mail, internet applications and publishing software) to perform workplace tasks and expedite work flow.	4	3	2	1	0
5.2	Practice security and safety when sharing personal information.	4	3	2	1	0

Benchmark 6.0: LEADERSHIP AND TEAMWORK: Use leadership and teamwork skills in collaborating with others to accomplish organizational goals and objectives.

Competencies						
6.1	Exhibit leadership traits (i.e. enthusiasm, creativity, conviction, mission, courage,) when leading a group in solving a problem.	4	3	2	1	0
6.2	Exhibit teamwork traits such as compassion, service, coaching others, team development and understanding and appreciating others.	4	3	2	1	0

Benchmark 7.0: EMPLOYABILITY AND CAREER DEVELOPMENT: Know and understand the importance of employability skills. Explore, plan and effectively manage careers.

	Competencies					
7.1	Demonstrate flexibility and willingness to learn new knowledge.	4	3	2	1	0
7.2	Model behaviors that demonstrate reliability and dependability.	4	3	2	1	0
7.3	Organize an (electronic or physical) portfolio for use in demonstrating knowledge, skills and experience.	4	3	2	1	0

Common Career Technical Core

Course:	Public Management & Administration	Course #:	N/A	Credit:	N/A
Pathways & CIP Codes:	Government & Public Administration (44.0401)				
Course Description:	Basic Public Management & Administration skills that should be taught in all Government & Public Administration courses.				

Directions: The following competencies are required for full approval of this course. Check the appropriate number to indicate the level of competency reached for learner evaluation.

Rating Scale:

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Sample Indicators for LEAs can be found at ([link to resource document](#))

Benchmark 1.0: Common Career Technical Core					
	Competencies				
1.1	Describe the organization of a government or public administration department or agency.	4	3	2	1 0
1.2	Design strategies to maximize the potential of a government or public administration department or agency to meet its vision, mission and goals.	4	3	2	1 0
1.3	Utilize fiscal management skills to manage budgetary and allocation processes to ensure that resources are applied in a manner consistent with the department or agency's vision, mission and goals.	4	3	2	1 0
1.4	Facilitate the flow of ideas and information to keep the department or agency and its constituency informed of policies and operations.	4	3	2	1 0
1.5	Create plans that utilize department or agency expertise to help elected officials and others identify, implement and achieve common goals and objectives.	4	3	2	1 0
1.6	Use analysis, planning and fiscal services to fund department or agency priorities.	4	3	2	1 0
1.7	Describe ethical and fiscally responsible procurement systems and procedures used to meet department or agency needs.	4	3	2	1 0
1.8	Evaluate bids and proposals consistent with the requirements of the procurement process.	4	3	2	1 0

1.9	Evaluate bids and proposals consistent with the requirements of the procurement process.	4	3	2	1	0
1.10	Describe the oversight of awarded contracts to ensure the ethical and optimal use of public funds	4	3	2	1	0
1.11	Describe laws and policies that are used to protect or disclose information.	4	3	2	1	0
1.12	Develop strategies that encourage a creative and innovative environment in a government or public administration department or agency	4	3	2	1	0

Government and Public Administration Career Cluster

Course:	Introduction to Government and Public Administration	Course #:	43001	Credit:	0.5
Pathways & CIP Codes:	Government & Public Administration (44.0401)				
Course Description:	Introductory Level: This course will introduce students to the knowledge and skills of serving the general public in a variety of occupations. Topics will include identifying personal strengths and weaknesses and setting career goals, leadership, teamwork and problem solving, analyzing leadership roles and identifying leadership opportunities within the school.				

Directions: *The following competencies are required for full approval of this course. Check the appropriate number to indicate the level of competency reached for learner evaluation.*

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Benchmark 1.0: Analyze career paths in the government and public administration field.					
	Competencies				
1.1	Research personal interests and aptitudes and match to personal career cluster identification.	4	3	2	1 0
1.2	Identify personal strengths and weaknesses.	4	3	2	1 0
1.3	Develop career goals and objectives as part of a personal career plan including identification of weaknesses, advancement opportunities and strategies to achieve or improve them.	4	3	2	1 0
1.4	Use multiple resources to locate job opportunities.	4	3	2	1 0
1.5	Prepare job related documents (i.e. resume, application letter, follow up letter).	4	3	2	1 0
1.6	Complete an employment application.	4	3	2	1 0
1.7	Participate in job interviews (mock or actual), exhibiting critical thinking and decision-making skills	4	3	2	1 0
1.8	Demonstrate appropriate methods of accepting or rejecting employment offers.	4	3	2	1 0
1.9	Identify training, education and certifications available for the Government and Public Administration occupations.	4	3	2	1 0
1.10	Summarize behaviors, personal qualities and key activities necessary to retain a job in the government and public administration industry.	4	3	2	1 0

Benchmark 2.0: Demonstrate technical skills related to careers in the government and public administration field.						
	Competencies					
2.1	Explain personal and/or work-related consequences of unethical or illegal behaviors (including jobs affected) if convicted of a crime.	4	3	2	1	0
2.2	Identify common tasks that require government and public administration employees to use problem-solving skills.	4	3	2	1	0
2.3	Analyze elements of a problem common to the industry and identify creative solutions.	4	3	2	1	0
2.4	Identify situations and behaviors that affect conflict management.	4	3	2	1	0
2.5	Demonstrate the steps of problem solving.	4	3	2	1	0
2.6	Conduct technical research to gather information necessary to meet the needs of clients/customers.	4	3	2	1	0
2.7	Explain the various roles of leaders within an organization (i.e. commitment, being a role model, promoting the organization vision and mentoring others).	4	3	2	1	0
2.8	Analyze leadership in relation to trust, positive attitude, integrity and willingness to accept responsibility.	4	3	2	1	0
2.9	Determine the factors involved in team development (i.e. listening, respect for members, democratic attitude, group problem solving).	4	3	2	1	0
2.10	Evaluate the opportunities within career and technical student organizations (i.e. FFA, FCCLA, SkillsUSA, FBLA, DECA, TSA, HOSA, FEA) including leadership training, leadership positions, levels of involvement, application activities, recognition and rewards).	4	3	2	1	0
2.11	Explore the processes involved in selecting leaders (i.e. student council, local, city, county, state and federal elections).	4	3	2	1	0

Government & Public Administration Career Cluster

Course:	Government & Public Administration Fundamentals	Course #:	43105	Credit:	0.5
Pathways & CIP Codes:	Government & Public Administration (44.0401)				
Course Description:	Technical Level: This course will look at meeting the needs of the U.S. culture through positions within Government and Public Administration. Topics will include the role of government in providing services for the US population, the impact of the US on other nations as well as the impact of other nations on the US , and the professional traits required of those in this field. In addition, it will look at the problem solving and critical thinking processes, and leadership and teamwork practices.				

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Benchmark 1.0: Analyze career paths in the government and public administration field.					
	Competencies				
1.1	Identify the employment opportunities in providing these services—planning, governance, foreign services, revenue and taxation, regulation and public administration.	4	3	2	1 0
1.2	Examine the need for professionalism and legal responsibilities of government and public administration industry (i.e. confidentiality, public disclosure, compliance, and open meeting laws).	4	3	2	1 0

Benchmark 2.0: Demonstrate technical skills related to careers in the government and public administration field.					
	Competencies				
2.1	Research the role of government in meeting the needs of the U.S. population.	4	3	2	1 0
2.2	Examine how international, national, state and local levels of government and public administration serve the public interest.	4	3	2	1 0

2.3	Investigate the optimum effectiveness and efficiency of various government programs and policies.	4	3	2	1	0
2.4	Examine the various views of authority, rights and responsibilities of governments outside the U.S. and how effective they are in meeting the needs of their population.	4	3	2	1	0
2.5	Examine the impact the U.S. has on other countries (i.e. import/export, educational opportunities, and immigration policies) and how it influences services/policies within the boundaries.	4	3	2	1	0
2.6	Analyze strategic planning and the role it plays in providing for the needs of the public.	4	3	2	1	0
2.7	Describe the value of using problem-solving and critical thinking skills to improve a situation or process.	4	3	2	1	0
2.8	Analyze the economy, transportation, land regulations, health and/or human services to predict future needs.	4	3	2	1	0
2.9	Evaluate ideas, proposals and solutions to problems.	4	3	2	1	0
2.10	Make informed decisions (i.e. brainstorm solutions, analyze information, recognize concern, evaluate alternatives).	4	3	2	1	0
2.11	Determine best option/outcome for conflict resolution (i.e. co-workers/clients/customers) using critical thinking skills.	4	3	2	1	0
2.12	Analyze time management strategies.	4	3	2	1	0
2.13	Consider issues related to the evaluation of self, team, community, diversity, environment and global awareness when leading.	4	3	2	1	0
2.14	Describe observations of outstanding leaders who use effective management styles.	4	3	2	1	0
2.15	Explain best practices for successful team functioning.	4	3	2	1	0
2.16	Demonstrate professional ethics and legal responsibility when making decisions for a variety of work related situations.	4	3	2	1	0
2.17	Exhibit respect for diversity in work related situations.	4	3	2	1	0
2.18	Conduct and participate in meetings to accomplish work tasks.	4	3	2	1	0
2.19	Demonstrate leadership and teamwork within a structured organization at the secondary level (i.e. CTSO or elected student leadership position).	4	3	2	1	0

Government & Public Administration Career Cluster

Course:	Media and Public Relations	Course #:	43115	Credit:	0.5
Pathways & CIP Codes:	Government & Public Administration (44.0401) Digital Media (09.0702)				
Course Description:	Introductory Level: This course will build skills needed to communicate messages to the public as it relates to topics of concern involving government and public administration. Topics will include conflict awareness, reliability of sources, creating publicity materials, public relations campaigns and working with the media.				

Directions: *The following competencies are required for full approval of this course. Check the appropriate number to indicate the level of competency reached for learner evaluation.*

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Benchmark 1.0: Analyze career paths in the government and public administration field.					
	Competencies				
1.1	Understand how ideas and information flows through government, public administration the business community and the general public.	4	3	2	1 0

Benchmark 2.0: Demonstrate technical skills related to careers in the government and public administration field.					
	Competencies				
2.1	Analyze situations for any appearance of conflict of interest and plan for consequences.	4	3	2	1 0
2.2	Employ government decision-making processes to achieve desired objectives.	4	3	2	1 0
2.3	Obtain data and information from sources recognized to be reliable.	4	3	2	1 0
2.4	Analyze the reliability of data and information from available resources.	4	3	2	1 0
2.5	Analyze situations to determine appropriate communication formats.	4	3	2	1 0
2.6	Prepare arguments, regarding issues or proposals which are professional and diplomatic in presentation.	4	3	2	1 0

2.7	Apply logical reasoning skills and experiences to anticipate counter arguments.	4	3	2	1	0
2.8	Use carefully selected images and figures of speech for reinforcing a position.	4	3	2	1	0
2.9	Recognize and address sources of conflict among constituents through a variety of research techniques.	4	3	2	1	0
2.10	Identify common marketing strategies.	4	3	2	1	0
2.11	Apply persuasive techniques to convince individuals or groups to take desired actions or avoid undesirable actions.	4	3	2	1	0
2.12	Speak publically about an issue of public concern to increase awareness or promote good will.	4	3	2	1	0
2.13	Develop an effective media presentation about an issue of public concern.	4	3	2	1	0
2.14	Demonstrate actions in a diplomatic manner when dealing with people.	4	3	2	1	0
2.15	Plan communication strategies to maintain favorable public perceptions of a policy, organization or individual.	4	3	2	1	0
2.16	Prepare or edit organizational publications for internal and external audiences, including newsletters and reports.	4	3	2	1	0
2.17	Compare and contrast the forms of advertisements and how they can be used in the field of public relations.	4	3	2	1	0
2.18	Analyze the role of advertising agencies in the development of promotional campaigns to promote products/services, organization or individuals.	4	3	2	1	0
2.19	Develop a public relations campaign based upon an organizations objectives, promotional policies and needs to influence public opinion or promote ideas and services.	4	3	2	1	0

Government & Public Administration Career Cluster

Course:	Governance Applications	Course #:	43250	Credit:	1.0
Pathways & CIP Codes:	Government & Public Administration (44.0401)				
Course Description:	Application Level: This course applies the skills needed in government and public administration professions. It includes the application of leadership and teamwork within the classroom or as an intern at a work location. Topics may include working within budgets, negotiation/communication with co-workers, developing proposals, making oral presentations and making informed decisions to meet an identified need.				

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Benchmark 1.0: Analyze career paths in the government and public administration field.					
	Competencies				
1.1	Assess workplace conditions with regard to personal safety and health (i.e. OSHA).	4	3	2	1 0
1.2	Demonstrate basic workplace safety and practices.	4	3	2	1 0
1.3	Analyze the rights and responsibilities of government and public administration employees.	4	3	2	1 0

Benchmark 2.0: Demonstrate technical skills related to careers in the government and public administration field.					
	Competencies				
2.1	Evaluate internet resources for reliability and validity	4	3	2	1 0
2.2	Prepare and deliver oral presentation(s) with support materials.	4	3	2	1 0
2.3	Create work-specific documents as assigned (i.e. spreadsheet, database, and business communications).	4	3	2	1 0
2.4	Participate in leadership and teamwork opportunities to enhance skills (i.e. CTSO).	4	3	2	1 0

2.5	Write and monitor workplace goals to guide progress in assigned area of responsibility and accountability	4	3	2	1	0
2.6	Conduct technical research to gather information necessary to meet the needs of clients/customers.	4	3	2	1	0
2.7	Generate ideas, proposals and solutions to problems through brainstorming.	4	3	2	1	0
2.8	Demonstrate critical thinking skills while making informed decisions.	4	3	2	1	0
2.9	Develop a plan to increase productivity, build team attitude and satisfaction while accomplishing goal(s).	4	3	2	1	0
2.10	Use project-management skills (i.e. time management, resource management, plan process).	4	3	2	1	0
2.11	Develop a budget for a project and adhere to budget constraints.	4	3	2	1	0
2.12	Organize team involvement to have work load distributed fairly.	4	3	2	1	0
2.13	Identify workplace objectives and communicate those objectives to others.	4	3	2	1	0
2.14	Exhibit skills in negotiation to solve problems.	4	3	2	1	0
2.15	Demonstrate leadership and teamwork in work-related situations.	4	3	2	1	0
2.16	Exhibit commitment to the organization.	4	3	2	1	0