

***Preparing for Life and Career © 2013***  
***Chapter 11: Preparing for Job Success***

**Tools:**

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- Printer
  - 8.5" x 11" paper
  - Scissors
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**Directions:**

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1. Print
  2. Fold paper in half vertically
  3. Cut along dashed lines
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agenda

Outline of items to consider or do in a meeting.

- FOLD -

01 of 18 E-Flash Cards



CAD programs

Computer aided design used in jobs with artistic elements.

- FOLD -

02 of 18 E-Flash Cards



career and technical student organizations (CTSOs)

Groups that help students develop leadership skills and prepare them to work in certain jobs.

- FOLD -

03 of 18 E-Flash Cards



committee

A group of people working together for a special purpose.

- FOLD -

04 of 18 E-Flash Cards

To work well with others.

cooperate

- FOLD -

05 of 18 E-Flash Cards



Looking at all sides of an issue to analyze the situation and solve problems.

critical thinking

- FOLD -

06 of 18 E-Flash Cards



Being trusted to do or provide what is needed.

dependable

- FOLD -

07 of 18 E-Flash Cards



Basic skills you need to get, keep, and succeed on a job. Sometimes called *transferable skills*.

employability skills

- FOLD -

08 of 18 E-Flash Cards

leader

Person who guides a group toward a common goal.

- FOLD -

09 of 18 E-Flash Cards



motivation

Feeling the need or desire to do something.

- FOLD -

10 of 18 E-Flash Cards



natural leaders

People who can get group members to easily follow their lead and do what they ask.

- FOLD -

11 of 18 E-Flash Cards



punctual

On time.

- FOLD -

12 of 18 E-Flash Cards

scientific principles

Practices used to examine a problem,  
research possible solutions, and  
analyze potential outcomes.

- FOLD -

13 of 18 E-Flash Cards



superior

An employee's boss.

- FOLD -

14 of 18 E-Flash Cards



tactful

Being careful not to offend or upset  
other people.

- FOLD -

15 of 18 E-Flash Cards



teamwork

The effort of a group of people acting  
together to do something or to reach  
a goal.

- FOLD -

16 of 18 E-Flash Cards

trustworthy

Quality describing someone's honesty.

- FOLD -

17 of 18 E-Flash Cards



work ethic

A person's belief about work based on his or her values.

- FOLD -

18 of 18 E-Flash Cards



- FOLD -

- FOLD -