

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

agenda. Outline of items to consider or do in a meeting.

CAD programs. Computer aided design used in jobs with artistic elements.

career and technical student organizations (CTSOs). Groups that help students develop leadership skills and prepare them to work in certain jobs.

committee. A group of people working together for a special purpose.

cooperate. To work well with others.

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

dependable. Being trusted to do or provide what is needed.

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

leader. Person who guides a group toward a common goal.

motivation. Feeling the need or desire to do something.

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

punctual. On time.

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

superior. An employee's boss.

tactful. Being careful not to offend or upset other people.

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

trustworthy. Quality describing someone's honesty.

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