



# Technology & Engineering Professional Workplace Skills

## **Student will consistently demonstrate the ability to:**

1. exceed the established school attendance policy to establish a consistent record of punctuality and dependability.
2. appropriately use (or not use) personal electronic devices.
3. maintain a high standard of industrial hygiene by:
  - adopting strong habits of professional dress and personal hygiene,
  - wearing the appropriate personal protective equipment,
  - adopting the habit to “clean as you go”, and
  - guarding against foreign object debris (FOD) from contaminating the workspace or product.
4. contribute to a culture of safety by:
  - understanding and complying with established safety procedures,
  - watching for and speaking out when potential hazards and concerns are observed, and
  - actively participating in improving safety conditions.
5. follow established practices and procedures with exactness.
6. work productively as a member of a team with an awareness of and respect for global diversity and cultural differences.
7. exhibit initiative and leadership while maintaining a flexible and adaptable attitude.
8. communicate clearly & effectively with others.
9. proficiently use software found in the professional environment, such as MS PowerPoint, MS Excel, and MS Word.
10. correctly apply mathematics in areas such as:
  - addition, subtraction, multiplication, division,
  - fraction to decimal as well as decimal to fraction conversions, and
  - using decimal places.
11. understand mathematical concepts such as:
  - ratios and proportions,
  - rounding and tolerance ranges,
  - engineering notation, and
  - metric equivalents.
12. demonstrate an ability to think critically and creatively to solve problems and develop improvements to products and processes.
13. read and understand technical documents, such as work orders, specifications, and standard operating procedures.
14. complete assigned tasks in a timely manner and with a high degree of workmanship.