<table>
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<th>STANDARD</th>
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| 1. Act as a responsible and contributing citizen and employee. | Pg. 1–8 Chapter 1: Professionalism  
Pg. 20–23 Developing Self-Management Skills  
Pg. 28–36 Chapter 4: Etiquette  
Pg. 112–113 Teams in the Workplace  
Pg. 119 Skills Practice: Activity SS12-2 Teamwork Skills |
| 2. Apply appropriate academic and technical skills. | Pg. 2–3 Skills of a Professional  
Pg. 8 Skills Practice: Activity SS1-1 Hard Skills and Activity SS1-2 Soft Skills  
Pg. 45–52 Chapter 6: Communication Skills  
Pg. 72–82 Chapter 9: Listening Skills |
| 3. Attend to personal health and financial well-being. | Pg. 24 Stress-Management Skills  
Pg. 27 Skills Practice: Activity SS3-3 Stress Evaluation  
Pg. 134–135 Self-Confidence  
Pg. 140 Review #1–2  
Pg. 141 Application #1–4  
Pg. 142 Skills Practice: Activity 14-2 Self-Confidence |
| 4. Communicate clearly, effectively and with reason. | Pg. 45–52 Chapter 6: Communication Skills  
Pg. 53–61 Chapter 7: Verbal and Nonverbal Communication  
Pg. 62–71 Chapter 8: Speaking Skills  
Pg. 83–92 Chapter 10: Written Communication |
| 5. Consider the environmental, social and economic impacts of decisions. | Pg. 12 Social Responsibility  
Pg. 17 Application #6 |
| 6. Demonstrate creativity and innovation. | Pg. 113 third bullet, Norming  
Pg. 114 Step 3 “Break into smaller groups or brainstorm as the full group for potential solutions.”  
Pg. 135–137 Professional Success |
| 7. Employ valid and reliable research strategies. | Internet Activity Pg. 8, 18, 27, 36, 44, 52, 61, 71, 82, 92, 110, 119, 132, and 142  
Pg. 100 Preparing for an Interview paragraph 2–paragraph 3, third sentence |
| 8. Utilize critical thinking to make sense of problems and persevere in solving them. | Pg. 20–21 Problem Solving  
Pg. 25 Review #3  
Pg. 26 Application #4  
Pg. 27 Skills Practice: Activity SS3-2 Problem Solving  
Pg. 113–114 Conflict Resolution |
| 9. Model integrity, ethical leadership, and effective management. | Pg. 9–18 Chapter 2: Ethics  
Pg. 19–27 Chapter 3: Self-Management Skills  
Pg. 116 Leadership  
Pg. 118 Review #5  
Pg. 119 Application #9–10 |
| 10. Plan education and career path aligned to personal goals. | Pg. 22–23 Goal Setting  
Pg. 27 Application #7–8  
Pg. 138–139 Realistic Expectations  
Pg. 140 Review #5  
Pg. 142 Application #9–10  
Pg. 142 Internet Activity: Realistic Expectations |
| 11. | Use technology to enhance productivity. | Pg. 21–22 Time Management  
Pg. 12–15 Digital Citizenship  
Pg. 18 Application #7–10  
Pg. 32 Digital Devices  
Pg. 36 Application #8  
Pg. 87–88 Email  
Pg. 91 Application #2–5 |
|---|---|---|
| 12. | Work productively in teams while using cultural/global competence. | Pg. 112–113 Teams in the Workplace  
Pg. 113–114 Conflict Resolution  
Pg. 118 Application #1–5  
Pg. 119 Skills Practice: Activity SS12-1 Icebreakers and Activity SS12-2 Teamwork Skills  
Pg. 120–132 Chapter 13: Diversity |