

SkillsUSA Professional Standards

COMPLEX COMMUNICATION:
Employs complex communication skills in a manner that adds to organizational productivity. 1.0

- 1 Masters core communication skills for the workplace. 1.A
- 2 Communicates effectively in a diverse work environment. 1.B
- 3 Uses technologies and social media for workplace communication. 1.C
- 4 Foundational communication skill check points 1.D

COLLABORATION:
Collaborates, in person and virtually, to complete tasks aimed at organizational goals. 2.0

- 1 Commits to achieving collective goals. 2.A
- 2 Promotes an environment of trust. 2.B
- 3 Optimizes technology to collaborate with others. 2.C

THINKING AND INNOVATION: Integrates expertise in technical knowledge and skills with thinking and reasoning strategies to create, innovate, and devise solutions. 3.0

- 1 Defines a problem in the workplace. 3.A
- 2 Practices inquiry and reflection (I/R) to take action in the workplace. 3.B
- 3 Takes action supported by evidence and reasoning to explain conclusions and accomplish work. 3.C
- 4 Transfers knowledge and skills from one work situation to another. 3.D
- 5 Creates/innovates to improve workplace productivity. 3.E

PROFESSIONALISM:
Conducts oneself in a professional manner appropriate to organizational expectations. 4.0

- 1 Adheres to organizational protocol related to behavior, appearance, and communication. 4.A
- 2 Manages time in accordance with organizational expectations. 4.B
- 3 Represents the organization in a positive manner. 4.C
- 4 Performs assigned tasks with a "can do" attitude. 4.D
- 5 Behaves in a way that distinguishes between personal and work-related matters. 4.E

6 Produces work that reflects professional pride. 4.F

INITIATIVE AND SELF-DIRECTION: Exercises initiative and self-direction in the workplace. 5.0

1 Functions independently within the organizational structure. 5.A

2 Adapts to changing conditions and expectations in the organization. 5.B

3 Pursues career advancement opportunities within an organization or field. 5.C

4 Generates innovative ideas, methods, or devices contributing to organizational resources and goals. 5.D

5 Exercises leadership in the workplace. 5.E

INTERGENERATIONAL AND CROSS-CULTURAL COMPETENCE: Interacts effectively with different cultures and generations to achieve organizational mission, goals, and objectives. 6.0

1 Uses relevant intergenerational and cross-cultural communication that creates cultural synergy in the workplace. 6.A

2 Contributes to an environment of acceptance and inclusion that enables different cultures and generations to work together. 6.B

3 Respects generational differences related to the use of technology in the workplace. Selects from technological and non-technological methods/tools to communicate across generations. 6.C

ORGANIZATIONAL CULTURE: Functions effectively within an organizational culture. 7.0

1 Navigates organizational structures and systems. 7.A

2 Embodies organizational values. 7.B

3 Performs work that advances organizational growth and success. 7.C

LEGAL AND ETHICAL PRACTICES: Observes laws, rules, and ethical practices in the workplace. 8.0

1 Respects the organization's physical and intellectual property. 8.A

2 Demonstrates loyalty to the organization, its mission and resources. 8.B

3 Maintains a safe work environment. 8.C

4 Adheres to the policies and procedures of the organization. 8.D

5 Adheres to applicable local, state, federal, and international laws and regulations. 8.E

6 Takes responsibility for one's actions in the workplace. 8.F

7 Manages/uses resources for the good of the organization 8.G

8 Acts with integrity (honest, reliable, and trustworthy.) 8.H

9 Interacts respectfully with co-workers and customers. 8.I

FINANCIAL PRACTICES:
Applies knowledge of
finances for the
profitability and
viability of the
organization. 9.0

1 Exercises prudence in personal finance as it relates to employment. 9.A

2 Articulates financial goals and strategies of the organization. 9.B

3 Contributes to organizational profitability through knowledge of finances. 9.C