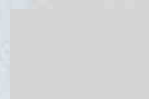




Alabama Certified Worker

Certificate of Recognition

This certifies that:



has successfully mastered the

Ready To Work program

and is hereby recognized this 3rd day of

December two thousand and twelve.



A handwritten signature in blue ink, written over a horizontal line.

AIDT DIRECTOR

A handwritten signature in blue ink, written over a horizontal line.

AIDT ALABAMA READY TO WORK PROJECT COORDINATOR

ALABAMA READY TO WORK SKILL STANDARDS

BASIC EDUCATION

Math

Add, subtract, multiply, and divide four digit numbers.
Convert fractional measurements to decimal measurements.
Compute within the measurement system.
Convert customary system of measurement to the metric system.
Calculate with percents, rate, ratio, and proportion.
Perform mathematical calculations to solve word problems.

Reading

Read, process information and follow instructions
Read material and describe concepts
Use correct spelling
Understand the basics of interpersonal communication
Organize materials logically

Communication Skills

Clearly communicate ideas in front of a group
Write Meeting notes.
Take notes and ask questions in a classroom environment.
Demonstrate effective note taking skills and listening techniques.

Customer Service

Identify the needs of your customers
The importance of meeting expectations
Dealing with difficult people, and Telephone Techniques

COMPUTER SKILLS

Intro To Computers

Operate basic computer technology devices and equipment.
Perform basic file management tasks
Apply technology problem-solving/ hardware and software and troubleshooting skills
Create and send e-mail messages with attachment
Launch and Navigate to Web sites using multiple tabs

Windows 7

Explore Windows 7 Desktop.
Use Windows Objects, Start Menu, Windows Buttons and Bars.
Use the Windows Firewall.
Shutdown Windows Operating System
Troubleshoot Basic Windows 7 Desktop Issues.
Work with the many windows within the Windows environment.

Word 2007

Write a one-page letter using Microsoft Word.
Develop, modify, and save word documents.
Develop a file and folder system for keeping track of documents.
Determine the appropriate application to use for a given purpose.
Use automatic text features in documents.

Excel 2007

Build, modify, format, save, and close workbooks and worksheets using Microsoft Excel.
Setup pages for viewing and printing.
Use styles and auto-formats.

Access 2007

Use the Microsoft Access Office Buttons
Open databases, add records, and enter data

PowerPoint 2007

Use the Microsoft Office Buttons
Use different types of slides
Add images, audio/sound, text, and theme to slides
Save and print a presentation

PROBLEM SOLVING

Time Management

Identify time management techniques that contribute to accomplishing goals.
Develop and prioritize short-term and long-term personal activities.
Develop personal goals and objectives for the short and long-term.
Demonstrate the ability to stay task oriented.

Decision Analysis

Distinguish between "Must" and "Wants".
Identify adverse consequences that may impact the decision.
Weigh "Wants" along with the "Musts" to determine the best option in a given scenario.
Write an effective decision statement.
Determine the most appropriate decision based on facts provided in scenarios.

Problem Solving

Develop clear and concise problem statements.
Gather the appropriate information needed to solve problems using different quality tools.
Identify the best possible solution after looking at all the facts.
Demonstrate the use of a six-step problem solving process.

Problem Solving Tools

Interpret different quality /problem solving tools used in manufacturing.
Develop basic charts used in manufacturing.
Describe basic terms used in developing and interpreting charts used in manufacturing.
Determine the most appropriate quality /problem solving tools to use based on information in given scenarios.

Conflict Resolution

Explain how appropriate conflict resolution styles enhance effectiveness.
Identify examples of appropriate use of conflict resolution styles that enhance effectiveness.
Identify the different conflict resolution styles used in scenarios.

WORKPLACE BEHAVIOR

Diversity

Identify barrier to reaching common ground.
Identify characteristics of a diverse workplace.
Identify ways to capitalize on diversity through communication, negotiation, and feedback skills.
Determine the importance of a diverse workplace.
Identify the difference between "common ground" and "sameness."
Define diversity

Sexual Harassment

Identify subtle sexual harassment in the workplace.
Determine the company and the individual liability given sexual harassment scenarios.
Recognize verbal and non-verbal behaviors that may indicate sexual harassment.
List actions an employee should take if they feel they are being sexually harassed.

Workplace Violence

Recognize the warning signs that lead to actual workplace violence.
List the different categories of threats that may lead to workplace violence.
List the causes of workplace violence.
List actions an employee must take if he/she notices another employee with the warning signs.

Team Member Training

Identify team member attributes that enhance goal accomplishment.
List the team attributes necessary to enhance goal accomplishment.
Recognize the importance of collaboration to enhance goal accomplishment.
Predict the impact of the team on goal accomplishment based on given scenarios.

Work Ethics

Demonstrate consistent punctuality and attendance.
Demonstrate ability to properly document attendance as prescribed standards.
Identify examples of effectively communicating and responding to criticism and praise on the job.
Identify examples illustrating loyalty, respect, and effective strategies for dealing with one's boss(es)
Identify examples of strategies to use when asking for time off, a raise, or more responsibility at work.
Identify examples of productive workplace cooperation.
Identify examples of behaviors that demonstrate good judgment in separating work and personal life.

Identify examples that illustrate how to deal with one's own and co-worker anger.
Identify examples of flexibility, motivation, and initiative.
Identify examples of regular attendance, punctuality, diligence, and honest qualities demonstrating dependability.
Demonstrate appropriate dress and hygiene for the workplace.
Identify examples of initiative in the workplace.
Identify appropriate strategies for avoiding involvement with personal problems and gossip in the workplace.
Identify examples that demonstrate responsible behavior in the workplace.
Maintain confidentiality and sensitivity of company information.

MANUFACTURING

Precision Measurement

Identify the different types of precision measurement tools.
Determine the appropriate uses for different precision measurement tools.
Interpret different reading given pictures of different precision measurement tools.

Principles of Quality Manufacturing

Define basic terms used in quality manufacturing.
Plot basic information on charts used in SPC.
Identify the philosophy and methodology related to Six Sigma.
Describe manufacturing operating principles.
Show the importance of meeting requirements of the different quality stance.

Lean/JIT Manufacturing

Define terms used in Lean/JIT Manufacturing
Identify the importance of defining non-value added and value added steps.
Determine the relationship between waste and inventory.
Identify methods to reduce setup time.
Determine the importance of a "Pull System."

Workplace Safety

Recalls facts used for the proper lifting of objects.
Define "Right-To-Know."
Report unsafe practices to appropriate personnel.
Interpret MSDS data sheets.
Identify simple precautions that can prevent workplace mishaps.
Identify the type of PPE and their purposes.
Identify the components of a Hazard Communication (HAZCOM) Program
List the material on a hazardous material label.
Identify precautions that must be taken when dealing with blood-borne pathogens.
Recognize the steps for proper lockout/tag out to protect workers.
Determine the appropriate action/actions to take during a fire.
Identify safe working places.

JOB ACQUISITION

Applications

Gather information to prepare a job application.
Prepare a job application.

Resume

Gather information for a resume.
Create a resume demonstrating skills required for a job.
Identify information for a cover letter.
Prepare a cover letter (or letter of interest) for a job.
Identify examples of well-written resumes and appropriate behavior in a job interview.

Interviews

Participate in an interview for a job/position.
Dress appropriate for an interview.
Write a thank-you letter for a real or imagined job interview.