



## Elements of the 4 Cs

### CREATIVITY

1. Acquires new knowledge and combines knowledge from disparate fields
2. Demonstrates original and imaginative thinking
3. Is flexible, understands “the box” and can think outside of it
4. Offers suggestions for improvements in the workplace
5. Adapts to change positively, ability to persevere
6. Makes productive use of available tools
7. Inspires co-workers
8. Identifies an intrinsic passion in self
9. Tech savvy and uses it when appropriate
10. Identifies practical side of ideas

### CRITICAL THINKING

1. Acquires and organizes information appropriately
2. Asks questions to clarify information, uncovers faulty assumptions & bias
3. Asks questions when encountering new technologies
4. Demonstrates good decision making, looks for multiple explanations
5. Uses materials and space efficiently
6. Problem solves before going to supervisor
7. Demonstrates emotional intelligence and business ethics
8. Apply computational skills and data analysis techniques to make decisions and solve problems
9. Humble about knowledge (don't know all of the answers)
10. Analyzes risk-taking, identifies personal success

### COLLABORATION

1. Is a team player
2. Works well with people of diverse backgrounds
3. Understands the organization and their place in it
4. Uses time wisely and meets scheduled deadlines
5. Uses leadership skills
6. Takes and applies constructive criticism

7. Demonstrates self-motivation
8. Displays a positive attitude
9. Is connected to the community
10. Resource management: putting together talented people

### COMMUNICATION

1. Is able to communicate information learned to others
2. Effective oral, listening and written communication skills
3. Good speaking and presentation skills
4. Motivates co-workers
5. Asks for help when needed
6. Displays manners and is respectful
7. Maintains proper work appearance
8. Good Interview Skills
9. Understands and follows procedures
10. Understands how to approach colleagues with different thought processes

### METHODS – Internal

1. Kuder/Interest Inventory diagnostic, ECAP
2. Goal Setting and Action Plans
3. Project-based Learning
4. Online and Blended Learning
5. Broad range of Career Elective courses
6. Presentation Skills: PowerPoint, Prezi, Toastmasters, Portfolio Preparation
7. Role-play/Mock interviews, daily work routine and meetings, evaluations
8. Business Writing workshops
9. Networking and initiating contacts
10. Using Social Enterprise Tools (LinkedIn, Facebook, Twitter etc)
11. Video Series “Job Show 4 Teens” for example
12. Guest Speakers
13. Dining for Success (manners, etiquette, conversation)
14. Independent Study
15. Placement Services: Jobs, Apprentices, Technical Schools, College, Scholarships

### METHODS – External

1. Field trips to factories, labs, corporations etc.
2. Career Fairs
3. Groundhog Day - Job Shadowing
4. Assign Job Coach/Mentor, Feedback loops
5. Internships
6. Part-time Jobs
7. Service Learning
8. Volunteer Work
9. Apprenticeships