



WORKPLACE SKILLS & ATTITUDES

SDOC4E
ENROLL • ENLIST • EMPLOY • EXPLORE

LEARNING TARGETS

- X DESCRIBE THE SDOC4E PATHWAYS
- X IDENTIFY THINGS YOU CAN DO TO HELP YOU PREPARE FOR YOUR FUTURE TODAY
- X EXPLORE SKILLS AND BEHAVIORS THAT EMPLOYERS LOOK FOR
- X EXPLAIN HOW CERTAIN SKILLS ARE IMPORTANT IN DIFFERENT CAREERS
- X ASSESS YOUR OWN EMPLOYABILITY SKILLS
- X RESEARCH WORKERS' RIGHTS



THE FOUR E'S

- x Students are expected to graduate with a confirmed plan and knowledge of financial aid resources
- x Plan relates to a “4E pathway”
- x Your planning began last year and will continue through your senior year!



THE FOUR E'S

- x **ENROLL:** college, university, technical school, trade school
- x **ENLIST:** military enlistment or military reserves
- x **EMPLOY:** pursuing a full-time job, internship
- x **EXPLORE:** study abroad, Peace Corp, full-time mission/volunteer service work





PLANNING FOR EACH

PATHWAY:

10TH GRADE

THE FOUR E'S

- x **ENROLL:** Involved in extracurricular activities – explore stepping into leadership opportunities
- x **ENLIST:** Explore ASVAB exam material and start to prepare – *certain roles in the military require certain scores!*
- x **EMPLOY:** Create a professional email & practice communicating professionally
- x **EXPLORE:** Explore immersive experiences exploring unique careers and college programs

THE FOUR E'S

*HERE'S WHAT YOU SHOULD BE THINKING
ABOUT AS YOU SET GOALS AND EXPLORE
OPTIONS FOR YOUR FUTURE.*

FIND THIS GUIDE...

- X ON THE SDOC COLLEGE & CAREER WEBSITE
- X BY ASKING YOUR SCHOOL COUNSELOR OR COLLEGE & CAREER COUNSELOR FOR A COPY
- X BY FOLLOWING YOUR DISTRICT COLLEGE & CAREER COORDINATOR ON INSTAGRAM – @MRS.MALFARA

10th Grade Planning

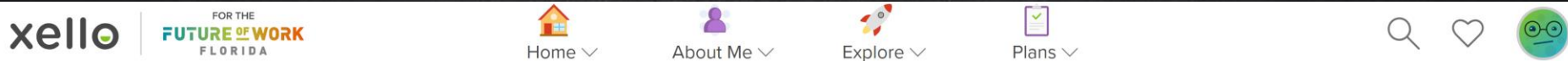
- ☐ Continue to check your school and/or grade level's Remind or Canvas and your school email, listen to announcements, etc.
- ☐ Share your goals with your School Counselor during scheduling. Enroll in challenging courses aligning with your post-secondary goals and be sure you are on track to graduate AND qualify for Bright Futures.
- ☐ Using Xello and your saved careers, explore career factors that are important to you and learn about workplace skills and attitudes. Make sure you're on the right pathway toward your intended career.
- ☐ Take the PSAT/NMSQT in October. Use Khan Academy to build on strengths and areas of growth to improve your score.
- ☐ Continue to explore and engage in extracurricular activities aligning with your values and interests. Explore leadership opportunities.
- ☐ Communicate using your professional email. Continue building your resume in Xello, including your accomplishments, sports, awards, community involvement, and leadership experiences.
- ☐ Continue to explore service opportunities on Xello. Track and keep copies of your volunteer service hours using district forms.
- ☐ Maintain competitive weighted and unweighted GPA (through AP, honors, IB, and AICE coursework).

#SDOC4E

SDOC4E
ENROLL • ENLIST • EMPLOY • EXPLORE

Future
Ready!

YOU CAN FIND LOCAL VOLUNTEER OPPORTUNITIES AND MORE RIGHT ON YOUR XELLO DASHBOARD!



Hey Danielle!

0%

All lessons

Grade 9

MC

My Saved Careers

Get started

about me

Explore options

Goals & Plans

Careers

Schools

Majors

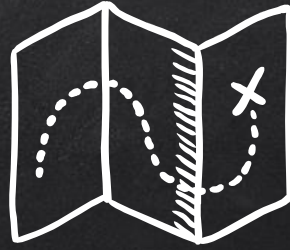
Opportunities

Saved options

My goals and plans

Course Planner

College Planning



RESUME BUILDER

OVERVIEW

(ACCESS A RESUME TEMPLATE ON
XELLO)

Hey Danielle!



Click About Me.

0% All lessons

Grade



The Common Application and Xello

Get started



About Me

Matchmaker

Personality Style

Mission complete

Learning Style

Skills Lab



Explore Options

Careers

Schools

Majors

Opportunities

Saved options



Goals & Plans

My goals and plans

Course Planner

College Planning

Portfolios New

Showcase your skills, creativity, and learning with portfolios



[Start the quiz!](#)[Start the quiz!](#)[Get started](#)

AFTER HIGH SCHOOL...

How far do you want to go?

[Set goal](#)

FAVORITE CLUSTERS

Which career clusters interest you?

[Set favorites](#)

RESUME

Get ready to impress potential employers.

[Update](#)

Scroll down until you see *Resume* in the bottom, right corner. Click *Update*!

DON'T THINK YOU HAVE RESUME-WORTHY EXPERIENCE?

- X You ALL have high school education
- X Sports COUNT
- X Club memberships COUNT
- X Baby-sitting and at home responsibilities (caring for siblings, etc) COUNT

The resume outline is in **black**. A sample entry for each section is in **blue**. Notes on how to fill out each section are in **red**.

FIRST AND LAST NAME

Phone Number

Email (make sure it's a professional email that you actually check)

Address Line 1

Address Line 2

GEORGE JONES

555-555-5555

George.jones@fakeemail.com

16 Poinciana Dr
Kissimmee, FL 34154

Education

Name of school

Academic honors, certifications, and/or awards go here

City, State

Weighted GPA:

This is a great section to...

- List any academic awards you've earned from school or outside organizations (like College Board)
- List any school-based academic programs you are currently a part of (like AVID)
- List any industry certifications you've earned in construction, automotive, digital design classes, etc)

Education

High School Diploma, Weighted GPA: 4.3

Poinciana High School

Graduation: May 2025

Kissimmee, FL

Honors, Recognition, & Awards:

AVID student, A/B Honor Roll, National Honor Society Inductee

Certifications:

Adobe Photoshop Certification, Microsoft Office Certification

Leadership & Service

Name of your role

Name of organization

years in position

City, State

- Action verb + what you did + results
- The action verb is PRESENT TENSE if you are still doing the job
- The action verb is PAST TENSE if you are no longer doing the job

This section includes ANYTHING you do on a regular basis that is **unpaid** –

- ROTC
- Student intern
- Clubs
- Athletics
- Church involvement (if you do more than simply attend a church service weekly)
- Recurring community service involvement (like if you volunteer at the library, in Teen Court, or Give Kids the World)
- If you have an active role in caring for a sibling/family member – that fits here, too!



YOU CAN FIND MORE RESOURCES ON BUILDING A
RESUME, INTERVIEWING, EMAILING, AND MORE ON
THE SDOC DISTRICT WEBSITE!

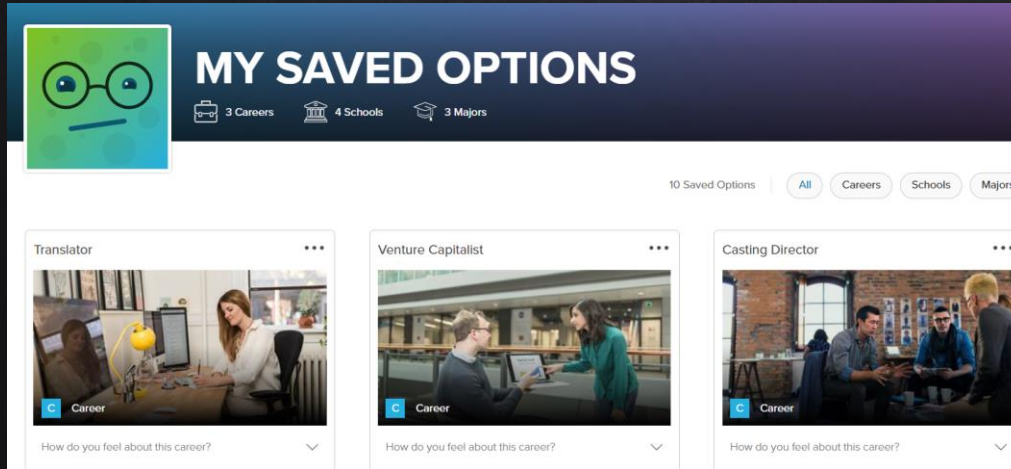
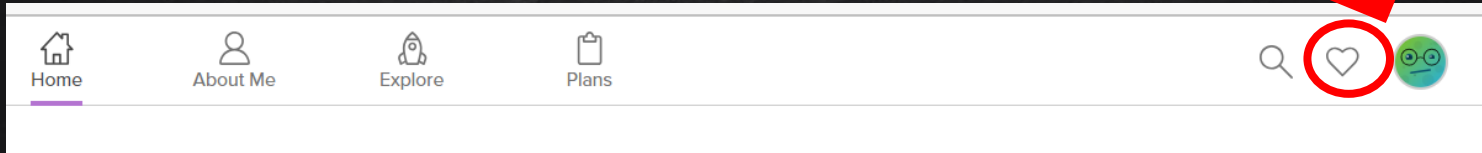


CLASSLINK

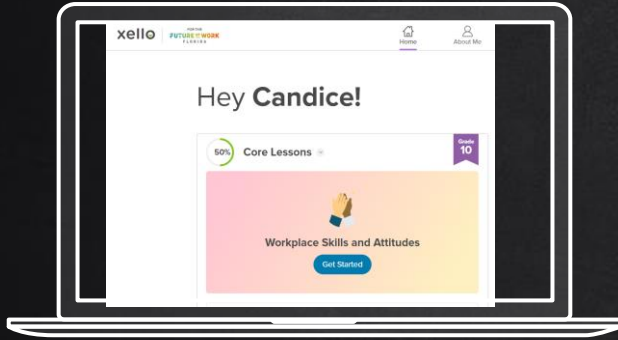
Find and open Xello

REMINDER TO REVIEW YOUR SAVED OPTIONS!

CLICK HEART ICON ON TOP RIGHT OF SCREEN

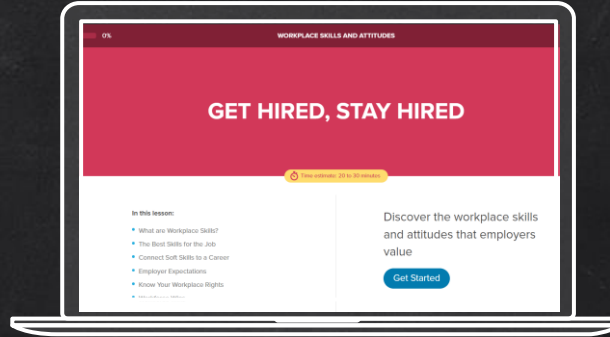


WORKPLACE SKILLS & ATTITUDES LESSON



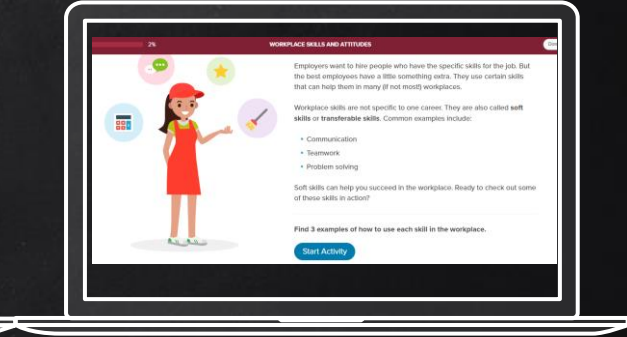
CLICK GET STARTED

1



CLICK GET STARTED

2

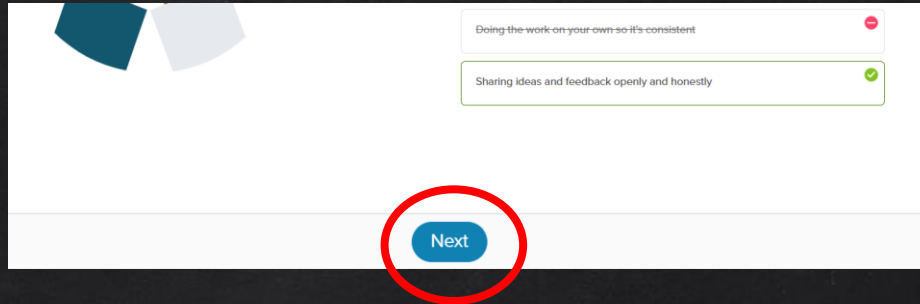


CLICK START ACTIVITY

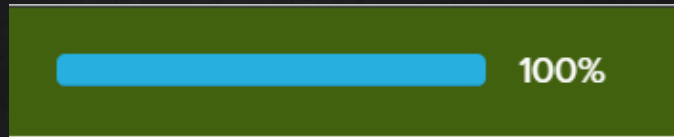
3

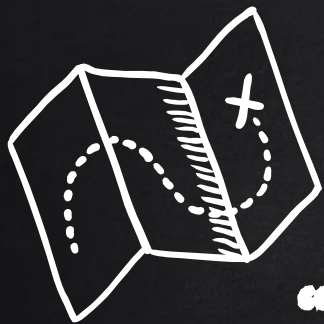
TIPS FOR SUCCESSFULLY COMPLETING THE LESSON

1. ONCE YOU ANSWER THE COMPLETE QUESTION A BLUE NEXT BUTTON WILL APPEAR AT THE BOTTOM CENTER OF THE SCREEN.



2. Make sure to answer all the questions for each activity. Students will be completely finished once the progress bar at the top left of the screen shows 100%.





"FIND OUT WHAT YOU LIKE
DOING BEST AND GET SOMEONE
TO PAY YOU FOR DOING IT."

—KATHERINE WHITEHORN

