



**Individualized Training Program**  
**Agriculture**

Student: \_\_\_\_\_ Teacher: \_\_\_\_\_  
 Grade: \_\_\_\_\_ Cell#: \_\_\_\_\_ Teacher Phone#: \_\_\_\_\_  
 Email: \_\_\_\_\_ Industry Partner: \_\_\_\_\_

| CLASSROOM  | ON-THE-JOB <span style="float: right;">Check when Student has demonstrated competence.</span>   |
|--|---|
| <p><b>CAREER DEVELOPMENT (10)</b><br/>                     Career Planning<br/>                     Goal Setting<br/>                     Job Search and Applications<br/>                     Resume and Job Correspondence<br/>                     Job Interviewing and Follow-up<br/>                     Employment Testing</p>   | <p><b>CAREER DEVELOPMENT (10)</b><br/> <input type="checkbox"/> Job Interviewing and Follow-up<br/> <input type="checkbox"/> Employment Testing<br/> <input type="checkbox"/> New Employee Orientation<br/> <input type="checkbox"/> Job Application<br/> <input type="checkbox"/> Positive Work Habits<br/> <input type="checkbox"/> Professional Image (Dress code)</p>   |
| <p><b>GENERAL EMPLOYABILITY (15)</b><br/>                     Listening, Speaking and Reading<br/>                     Oral and Written Communication - appropriate for position<br/>                     Math skills - appropriate for position<br/>                     Technology skills - appropriate for position<br/>                     Soft Skills - appropriate for position</p> | <p><b>GENERAL EMPLOYABILITY (15)</b><br/> <input type="checkbox"/> Listening, Speaking and Reading<br/> <input type="checkbox"/> Oral and Written Communication<br/> <input type="checkbox"/> Capitalization, Abbreviations and Numbers<br/> <input type="checkbox"/> Punctuation<br/> <input type="checkbox"/> Spelling, Vocabulary and Grammar<br/> <input type="checkbox"/> Whole Number Math and Dollar Amounts<br/> <input type="checkbox"/> Decimals and Fractions<br/> <input type="checkbox"/> Measurement, Tables and Counting<br/> <input type="checkbox"/> Computer Awareness<br/> <input type="checkbox"/> Telephone Skills<br/> <input type="checkbox"/> Working with People<br/> <input type="checkbox"/> Decision Making and Problem Solving<br/> <input type="checkbox"/> Economic Concepts<br/> <input type="checkbox"/> Personal Goal Setting<br/> <input type="checkbox"/> Importance of Customer Service<br/> <input type="checkbox"/> Dealing with Irrate People<br/> <input type="checkbox"/> Professional Image<br/> <input type="checkbox"/> Positive Self Esteem<br/> <input type="checkbox"/> Verify Pay Stub</p> |
| <p><b>AGRICULTURE BUSINESS OPERATIONS (60)</b><br/>                     Health and Safety Precautions<br/>                     Business Procedures and Operations<br/>                     Habits and Attitudes (Job Getting, Keeping, Leaving Skills)<br/>                     Basic Agriculture Systems</p>  | <p><b>AGRICULTURE BUSINESS OPERATIONS (60)</b><br/> <input type="checkbox"/> Health and Safety Precautions<br/> <input type="checkbox"/> Business Procedures and Operations<br/> <input type="checkbox"/> Appropriate Work Habits and Attitudes</p>   |

**SKILLS SPECIFIC TO THE AGRICULTURE BUSINESS**

| <b>TEACHER FILL IN</b> | <b>EMPLOYER FILL IN</b> <small>Check when Student has demonstrated competence.</small> |
|------------------------|--|
|                        |  |

**OTHER NOTES:**