



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

**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:**