



**Individualized Training Program
 Wood Program**

Student: _____
 Grade: _____ Cell#: _____
 Email: _____

Teacher: _____
 Teacher Phone#: _____
 Industry Partner: _____

| CLASSROOM | ON-THE-JOB Check when Student has demonstrated competence. |
|--|---|
| <p>CAREER DEVELOPMENT (10) Career Planning Goal Setting Job Search and Applications Resume and Job Correspondence Job Interviewing and Follow-up Employment Testing</p> | <p>CAREER DEVELOPMENT (10) ___ Job Interviewing and Follow-up ___ Employment Testing ___ New Employee Orientation ___ Job Application ___ Positive Work Habits ___ Professional Image (Dress code) _____ _____</p> |
| <p>GENERAL EMPLOYABILITY (15) Listening, Speaking and Reading Oral and Written Communication Capitalization, Abbreviations and Numbers Punctuation Spelling, Vocabulary and Grammar Whole Number Math and Dollar Amounts Decimals and Fractions Measurement, Tables and Counting Computer Awareness Telephone Skills Working with People Decision Making and Problem Solving Economic Concepts Personal Goal Setting Importance of Customer Service Dealing with Irate People Professional Image Positive Self Esteem Verify Pay Stub</p> | <p>GENERAL EMPLOYABILITY (15) ___ Listening, Speaking and Reading ___ Oral and Written Communication ___ Capitalization, Abbreviations and Numbers ___ Punctuation ___ Spelling, Vocabulary and Grammar ___ Whole Number Math and Dollar Amounts ___ Decimals and Fractions ___ Measurement, Tables and Counting ___ Computer Awareness ___ Telephone Skills ___ Working with People ___ Decision Making and Problem Solving ___ Economic Concepts ___ Personal Goal Setting ___ Importance of Customer Service ___ Dealing with Irate People ___ Professional Image ___ Positive Self Esteem ___ Verify Pay Stub _____ _____</p> |
| <p>WOOD SHOP OPERATIONS (60) Health and Safety Precautions Shop Procedures and Operations Wood Terminology and Wood Identification Tool Identification and Care Appropriate Work Habits and Attitudes Job Getting, Keeping, Leaving Skills Basic Manufacturing Systems The Advantage of an Excellent Driving Record</p> | <p>WOOD SHOP OPERATIONS ___ Health and Safety Precautions ___ Shop Procedures and Operations ___ Wood Terminology and Wood Identification ___ Tool Identification and Care ___ Appropriate Work Habits and Attitudes ___ Standards ___ Hazardous Materials Handling _____ _____</p> |

| CLASSROOM | ON-THE-JOB Check when Student has demonstrated competence. |
|---|---|
| <p>MANUFACTURING</p> <ul style="list-style-type: none"> Basic Measuring Cutting to Tolerances Forming Techniques Assembly of finished parts Finishing Procedures | <p>MANUFACTURING</p> <ul style="list-style-type: none"> Basic Measuring Cutting to Tolerances Forming Techniques Assembly of finished parts Finishing Procedures <hr/> <hr/> |
| <p>DESIGNING</p> <ul style="list-style-type: none"> Basic Layout System Design Communication Between Processes | <p>DESIGNING</p> <ul style="list-style-type: none"> Basic Layout System Design Communication Between Processes <hr/> <hr/> |
| <p>FABRICATION</p> <ul style="list-style-type: none"> Production of Finished Goods Sourcing Materials Machine Operations | <p>FABRICATION</p> <ul style="list-style-type: none"> Production of Finished Goods Sourcing Materials Machine Operations <hr/> <hr/> |
| <p>PRODUCT DEVELOPMENT</p> <ul style="list-style-type: none"> System Evaluation Product Testing Revisions | <p>PRODUCT DEVELOPMENT</p> <ul style="list-style-type: none"> System Evaluation Product Testing Revisions <hr/> <hr/> |
| <p>MARKETING</p> <ul style="list-style-type: none"> Sales Advertisement Customer Outreach Cost Analysis | <p>MARKETING</p> <ul style="list-style-type: none"> Sales Advertisement Customer Outreach Cost Analysis <hr/> <hr/> |