



**Individualized Training Program  
 Wood Program**

Student: \_\_\_\_\_  
 Grade: \_\_\_\_\_ Cell#: \_\_\_\_\_  
 Email: \_\_\_\_\_

Teacher: \_\_\_\_\_  
 Teacher Phone#: \_\_\_\_\_  
 Industry Partner: \_\_\_\_\_

CLASSROOM	ON-THE-JOB <span style="float: right;">Check when Student has demonstrated competence.</span>
<p><b>CAREER DEVELOPMENT (10)</b>            Career Planning            Goal Setting            Job Search and Applications            Resume and Job Correspondence            Job Interviewing and Follow-up            Employment Testing</p>	<p><b>CAREER DEVELOPMENT (10)</b>            ___ Job Interviewing and Follow-up            ___ Employment Testing            ___ New Employee Orientation            ___ Job Application            ___ Positive Work Habits            ___ Professional Image (Dress code)            _____            _____</p>
<p><b>GENERAL EMPLOYABILITY (15)</b>            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><b>GENERAL EMPLOYABILITY (15)</b>            ___ 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><b>WOOD SHOP OPERATIONS (60)</b>            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><b>WOOD SHOP OPERATIONS</b>            ___ 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 <span style="float: right;">Check when Student has demonstrated competence.</span>
<p>MANUFACTURING</p> <ul style="list-style-type: none"> <li>Basic Measuring</li> <li>Cutting to Tolerances</li> <li>Forming Techniques</li> <li>Assembly of finished parts</li> <li>Finishing Procedures</li> </ul>	<p>MANUFACTURING</p> <ul style="list-style-type: none"> <li>Basic Measuring</li> <li>Cutting to Tolerances</li> <li>Forming Techniques</li> <li>Assembly of finished parts</li> <li>Finishing Procedures</li> </ul> <hr/> <hr/>
<p>DESIGNING</p> <ul style="list-style-type: none"> <li>Basic Layout</li> <li>System Design</li> <li>Communication Between Processes</li> </ul>	<p>DESIGNING</p> <ul style="list-style-type: none"> <li>Basic Layout</li> <li>System Design</li> <li>Communication Between Processes</li> </ul> <hr/> <hr/>
<p>FABRICATION</p> <ul style="list-style-type: none"> <li>Production of Finished Goods</li> <li>Sourcing Materials</li> <li>Machine Operations</li> </ul>	<p>FABRICATION</p> <ul style="list-style-type: none"> <li>Production of Finished Goods</li> <li>Sourcing Materials</li> <li>Machine Operations</li> </ul> <hr/> <hr/>
<p>PRODUCT DEVELOPMENT</p> <ul style="list-style-type: none"> <li>System Evaluation</li> <li>Product Testing</li> <li>Revisions</li> </ul>	<p>PRODUCT DEVELOPMENT</p> <ul style="list-style-type: none"> <li>System Evaluation</li> <li>Product Testing</li> <li>Revisions</li> </ul> <hr/> <hr/>
<p>MARKETING</p> <ul style="list-style-type: none"> <li>Sales</li> <li>Advertisement</li> <li>Customer Outreach</li> <li>Cost Analysis</li> </ul>	<p>MARKETING</p> <ul style="list-style-type: none"> <li>Sales</li> <li>Advertisement</li> <li>Customer Outreach</li> <li>Cost Analysis</li> </ul> <hr/> <hr/>