

**National Standards for Generic Content for Witt Courses
and Exploratory Courses in Trades, Technology, Operations and Blue Collar Work for Women**

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| 1 | Professional Development | Develop and use assertive skills. | Identify and manage responsibilities & requirements of home and work. | Identify/determine personal support systems | Identify personal strengths, talents: skills and abilities. | Apply effective stress management techniques. . | Identify barriers to and steps to encouraging trust. | Apply effective conflict resolution techniques. | Apply effective problem solving techniques | Use self defence skills | Identify cultural differences. | Recognize contributions of other cultures. | Define and describe implications of racism, sexism, heterosexism and discrimination. | Clarify personal goals |
| | | Identify and respond appropriately to societal barriers. | Practise appropriate nutritional habits. | Use time management skills. | Use appropriate personal hygiene. | Identify and respond appropriately to harassment. | Recognize addictive behaviour. | Apply effective decision making skills. | Budget | Identify community resources. | Manage crises | Set goals (individual) | Dress appropriately. | Practice motivational techniques. |
| 2 | Occupational Health and Fitness | Identify occupational requirements for fitness. | Describe WHIMIS. | Demonstrate: appropriate workplace physical techniques. | Assess personal physical condition. | Develop and implement personal fitness plan. | Develop hand/eye coordination and dexterity. | Use safe work practices. | Operate fire protection equipment. | Describe occupational health and safety regulations. | Use personal protective and safety equipment. | Use first aid techniques. | | |
| 3 | Work Related Skills | Recognize tools and their functions. | Use appropriate hand & power tools & equipment. | Use cutting, fitting and fastening techniques. | Use drafting skills. | Use lay-out and measuring techniques. | Interpret blueprints and schematics. | Identify and use materials and supplies | Evaluate end product. | Use diagnostic testing techniques. | Use troubleshooting strategies. | | | |
| 4 | Handle Work Related Issues | Describe the status of women and work. | Describe the history of women in work and society | Describe current human rights legislation. | Describe labour standards. | Describe workplace culture. | Describe the function and structure of unions (general) | Access appropriate unions. | Describe apprenticeship and apprenticeship programs. | Define sexual [and other] harassment. | Describe employment equity legislation and its impact | Identify pay equity issues | Assess compliance with training plan. | |
| 5 | Acquire Technological and Workplace literacy | Apply trades and technical theory in a variety of occupations. | Use critical/ analytical techniques. | Use basic computer skills | Interpret technical manuals. | Use appropriate terminology | Apply appropriate math skills. | Apply appropriate science skills | | | | | | |
| 6 | Career Exploration & Development | Analyse labour market | Identify transferable skills. | Identify Training Options | Assess risks involved in implementing career choices. | Use job search skills. | Evaluate institutional training environment. | Develop a career plan. | Evaluate the course work experience component. | | | | | |
| 7 | Use Communication Skills | Use effective listening skills | Identify and use effective verbal communication skills. | Give and receive feedback. | Use gender inclusive language. | Identify and interpret non-verbal communication behaviours. | Identify different communication styles. | Identify assumption. | Use electronic communication equipment. | Work effectively in a group. | Use research techniques. | Write effectively. | Read effectively. | Use study skills |