The National Career Development Guidelines

The National Career Development Guidelines (NCDG) are a framework for thinking about the knowledge and skills young people and adults need to manage their careers effectively, from making decisions about school to taking that first job and beyond.

Development of the Framework

The National Occupational Information Coordinating Committee (NOICC) first released the National Career Development Guidelines in 1989. NCDG included a framework of career development competencies and indicators of mastery, and a recommended strategy for implementing career development programs for youth or adults. The NCDG were revised in 2004 by the U.S. Department of Education's Office of Vocational and Adult Education (OVAE) in response to the changing demands of a high performance workplace requiring workers to engage in lifelong learning to continually improve their academic, occupational and career management skills.

Organization of the Framework

The framework is organized into three domains, goals that support those domains, and indicators of mastery under each goal. The indicators are further grouped by learning stage.

Domains and Goals

Domains, goals and indicators organize the NCDG framework. The **three domains** describe content:

- Career Management
- Educational Achievement and Lifelong Learning
- Personal Social Development

Under each domain are **goals** (eleven in total). The goals define broad areas of career development competency.

Career Management Domain

- Goal 1 Create and manage a career plan that meets your career goals.

- Goal 2 Use a process of decision-making as one component of career development.

- Goal 3 Use accurate, current and unbiased career information during career planning and management.

- Goal 4 Master academic, occupational and general employability skills in order to obtain, create, maintain and/or advance your employment.
- Goal 5 Integrate changing employment trends, societal needs and economic conditions into your career plans.

Educational Achievement and Lifelong Learning Domain

- Goal 1 Attain educational achievement and performance levels needed to reach your personal and career goals.
- Goal 2 Participate in ongoing, lifelong learning experiences to enhance your ability to function effectively in a diverse and changing economy.

Personal Social Development Domain

- Goal 1 Develop understanding of self to build and maintain a positive self-concept.
- Goal 2 Develop positive interpersonal skills including respect for diversity.
- Goal 3 Integrate growth and change into your career development.
- Goal 4 Balance personal, leisure, community, learner, family and work roles.

Indicators and Learning Stages

Under each goal in the framework are indicators of mastery that highlight the knowledge and skills needed to achieve that goal. Each indicator is presented in **three learning stages** derived from *Bloom's Taxonomy*: knowledge acquisition, application and reflection. The stages describe learning competency. They are not tied to an individual's age or level of education.

Knowledge Acquisition (K). Youth and adults at the knowledge acquisition stage expand knowledge awareness and build comprehension. They can recall, recognize, describe, identify, clarify, discuss, explain, summarize, query, investigate and compile new information about the knowledge.

Application (A). Youth and adults at the application stage apply acquired knowledge to situations and to self. They seek out ways to use the knowledge. For example, they can demonstrate, employ, perform, illustrate and solve problems related to the knowledge.

Reflection (R). Youth and adults at the reflection stage analyze, synthesize, judge, assess and evaluate knowledge in accord with their own goals, values and beliefs. They decide whether or not to integrate the acquired knowledge into their ongoing response to situations and adjust their behavior accordingly.

Framework Coding

To make the NCDG framework easy to use, it has a simple coding system to identify domains, goals, indicators and learning stages. However, the framework can be used without the coding system. For ADA accessibility purposes, the coding system is not used in this document but is replaced with the full names of the domains, goals, indicators and learning stages.

Although the coding system is not used in this document, it is explained below:

Domain Codes:
- Career Management code is CM
- Educational Achievement and Lifelong Learning code is ED
- Personal Social Development code is PS

Goal Codes:

Goals are coded by domain and then numerically.

For example, under the Career Management domain:
- Goal CM1: Create and manage a career plan that meets your career goals.
- Goal CM2: Use a process of decision-making as one component of career development.

Indicator and Learning Stage Codes:

Indicators and learning stages are coded by domain, goal, learning stage and then numerically.

Learning Stages:
- Knowledge Acquisition code is K
- Application code is A
- Reflection code is R

For example, the second indicator under the first goal of the Career Management domain:
- CM1.K1 Recognize that career planning to attain your career goals is a lifelong process.
- CM1.A1 Give examples of how you use career-planning strategies to attain your career goals.
- CM1.R1 Assess how well your career planning strategies facilitate reaching your career goals.

Source: U.S. Department of Education's Office of Vocational and Adult Education (OVAE), America's Career Resource Network

The Framework
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Career Management Domain

Career Management Goal 1
Create and manage a career plan that meets your career goals

- Career Management Goal 1-Knowledge Acquisition-1 Recognize that career planning to attain your career goals is a lifelong process.

- Career Management Goal 1-Application-1 Give examples of how you use career-planning strategies to attain your career goals.

- Career Management Goal 1- Reflection-1 Assess how well your career planning strategies facilitate reaching your career goals.

- Career Management Goal 1-Knowledge Acquisition-2 Describe how to develop a career plan (e.g., steps and content).

- Career Management Goal 1-Application-2 Develop a career plan to meet your career goals.

- Career Management Goal 1-Reflection-2 Analyze your career plan and make adjustments to reflect ongoing career management needs.

- Career Management Goal 1-Knowledge Acquisition-3 Identify your short-term and long-term career goals (e.g., education, employment, and lifestyle goals).

- Career Management Goal 1-Application-3 Demonstrate actions taken to attain your short-term and long-term career goals (e.g., education, employment, and lifestyle goals).

- Career Management Goal 1-Reflection-3 Re-examine your career goals and adjust as needed.

- Career Management Goal 1-Knowledge Acquisition-4 Identify skills and personal traits needed to manage your career (e.g., resiliency, self-efficacy, ability to identify trends and changes, and flexibility).

- Career Management Goal 1-Application-4 Demonstrate career management skills and personal traits (e.g., resiliency, self-efficacy, ability to identify trends and changes, and flexibility).

- Career Management Goal 1-Reflection-4 Evaluate your career management skills and personal traits (e.g., resiliency, self-efficacy, ability to identify trends and changes, and flexibility).

- Career Management Goal 1-Knowledge Acquisition-5 Recognize that changes in you and the world of work can affect your career plans.

- Career Management Goal 1-Application-5 Give examples of how changes in you and the world of work have caused you to adjust your career plans.

- Career Management Goal 1-Reflection-5 Evaluate how well you integrate changes in you and the world of work into your career plans

Career Management Goal 2
Use a process of decision-making as one component of career development.

- Career Management Goal 2-Knowledge Acquisition-1 Describe your decision-making style (e.g., risk taker, cautious).

- Career Management Goal 2-Application-1 Give examples of past decisions that demonstrate your decision-making style.

- Career Management Goal 2-Reflection-1 Evaluate the effectiveness of your decision-making style.

- Career Management Goal 2-Knowledge Acquisition-2 Identify the steps in one model of decision-making.

- Career Management Goal 2-Application-2 Demonstrate the use of a decision-making model.

- Career Management Goal 2-Reflection-2 Assess what decision-making model(s) work best for you.

- Career Management Goal 2-Knowledge Acquisition-3 Describe how information (e.g., about you, the economy, and education programs) can improve your decision-making.

- Career Management Goal 2-Application-3 Demonstrate use of information (e.g., about you, the economy, and education programs) in making decisions.

- Career Management Goal 2-Reflection-3 Assess how well you use information (e.g., about you, the economy, and education programs) to make decisions.

- Career Management Goal 2-Knowledge Acquisition-4 Identify alternative options and potential consequences for a specific decision.

- Career Management Goal 2-Application-4 Show how exploring options affected a decision you made.

- Career Management Goal 2-Reflection-4 Assess how well you explore options when making decisions.

- Career Management Goal 2-Knowledge Acquisition-5 Recognize that your personal priorities, culture, beliefs, and work values can affect your decision-making.

- Career Management Goal 2-Application-5 Show how personal priorities, culture, beliefs, and work values are reflected in your decisions.

- Career Management Goal 2-Reflection-5 Evaluate the effect of personal priorities, culture, beliefs, and work values in your decision-making.

- Career Management Goal 2-Knowledge Acquisition-6 Describe how education, work, and family experiences might impact your decisions.

- Career Management Goal 2-Application-6 Give specific examples of how your education, work, and family experiences have influenced your decisions.

- Career Management Goal 2-Reflection-6 Assess the impact of your education, work, and family experiences on decisions.

- Career Management Goal 2-Knowledge Acquisition-7 Describe how biases and stereotypes can limit decisions.

- Career Management Goal 2-Application-7 Give specific examples of how biases and stereotypes affected your decisions.

- Career Management Goal 2-Reflection-7 Analyze the ways you could manage biases and stereotypes when making decisions.

- Career Management Goal 2-Knowledge Acquisition-8 Recognize that chance can play a role in decision-making.

- Career Management Goal 2-Application-8 Give examples of times when chance played a role in your decision-making.

- Career Management Goal 2-Reflection-8 Evaluate the impact of chance on past decisions.

- Career Management Goal 2-Knowledge Acquisition-9 Recognize that decision-making often involves compromise.

- Career Management Goal 2-Application-5 Give examples of compromises you might have to make in career decision-making.

- Career Management Goal 2-Reflection-9 Analyze the effectiveness of your approach to making compromises.

Career Management Goal 3
Use accurate, current, and unbiased career information during career planning and management.

- Career Management Goal 3-Knowledge Acquisition-1 Describe the importance of career information to your career planning.

- Career Management Goal 3-Application-1 Show how career information has been important in your plans and how it can be used in future plans.

- Career Management Goal 3-Reflection-1 Assess the impact of career information on your plans and refine plans so that they reflect accurate, current, and unbiased career information.

- Career Management Goal 3-Knowledge Acquisition-2 Recognize that career information includes occupational, education and training, employment, and economic information and that there is a range of career information resources available.

- Career Management Goal 3-Application-2 Demonstrate the ability to use different types of career information resources (i.e., occupational, educational, economic, and employment) to support career planning.

- Career Management Goal 3-Reflection-2 Evaluate how well you integrate occupational, educational, economic, and employment information into the management of your career.

- Career Management Goal 3-Knowledge Acquisition-3 Recognize that the quality of career information resource content varies (e.g., accuracy, bias, and how up-to-date and complete it is).

- Career Management Goal 3-Application-3 Show how selected examples of career information are biased, out-of-date, incomplete, or inaccurate.

- Career Management Goal 3-Reflection-3 Judge the quality of the career information resources you plan to use in terms of accuracy, bias, and how up-to-date and complete it is.

- Career Management Goal 3-Knowledge Acquisition-4 Identify several ways to classify occupations.

- Career Management Goal 3-Application-4 Give examples of how occupational classification systems can be used in career planning.

- Career Management Goal 3-Reflection-4 Assess which occupational classification system is most helpful to your career planning.

- Career Management Goal 3-Knowledge Acquisition-5 Identify occupations that you might consider without regard to your gender, race, culture, or ability.

- Career Management Goal 3-Application-5 Demonstrate openness to considering occupations that you might view as nontraditional (i.e., relative to your gender, race, culture, or ability).

- Career Management Goal 3-Reflection-5 Assess your openness to considering non-traditional occupations in your career management.

- Career Management Goal 3-Knowledge Acquisition-6 Identify the advantages and disadvantages of being employed in a non-traditional occupation.

- Career Management Goal 3-Application-6 Make decisions for yourself about being employed in a non-traditional occupation.

- Career Management Goal 3-Reflection-6 Assess the impact of your decisions about being employed in a non-traditional occupation.

Career Management Goal 4
Master academic, occupational, and general employability skills in order to obtain, create, maintain, and/or advance your employment.

- Career Management Goal 4-Knowledge Acquisition-1 Describe academic, occupational, and general employability skills.

- Career Management Goal 4-Application-1 Demonstrate the ability to use your academic, occupational, and general employability skills to obtain or create, maintain, and advance your employment.

- Career Management Goal 4-Reflection-1 Assess your academic, occupational, and general employability skills and enhance them as needed for your employment.

- Career Management Goal 4-Knowledge Acquisition-2 Identify job-seeking skills such as the ability to: write a resume and cover letter, complete a job application, interview for a job, and find and pursue employment leads.

- Career Management Goal 4-Application-2 Demonstrate the following job seeking skills: the ability to write a resume and cover letter, complete a job application, interview for a job, and find and pursue employment leads.

- Career Management Goal 4-Reflection-2 Evaluate your ability to: write a resume and cover letter, complete a job application, interview for a job, and find and pursue employment leads.

- Career Management Goal 4-Knowledge Acquisition-3 Recognize that a variety of general employability skills and personal qualities (e.g., critical thinking, problem solving, resource, information, and technology management, interpersonal skills, honesty, and dependability) are important to success in school and employment.

- Career Management Goal 4-Application-3 Demonstrate attainment of general employability skills and personal qualities needed to be successful in school and employment (e.g., critical thinking, problem solving, resource, information, and technology management, interpersonal skills, honesty, and dependability).

- Career Management Goal 4-Reflection-3 Evaluate your general employability skills and personal qualities (e.g., critical thinking, problem solving, resource, information, and technology management, interpersonal skills, honesty, and dependability).

- Career Management Goal 4-Knowledge Acquisition-4 Recognize that many skills are transferable from one occupation to another.

- Career Management Goal 4-Application-4 Show how your skills are transferable from one occupation to another.

- Career Management Goal 4-Reflection-4 Analyze the impact of your transferable skills on your career options.

- Career Management Goal 4-Knowledge Acquisition-5 Recognize that your geographic mobility impacts on your employability.

- Career Management Goal 4-Application-5 Make decisions for yourself regarding geographic mobility.

- Career Management Goal 4-Reflection-5 Analyze the impact of your decisions about geographic mobility on your career goals.

- Career Management Goal 4-Knowledge Acquisition-6 Identify the advantages and challenges of self-employment.

- Career Management Goal 4-Application-6 Make decisions for yourself about self-employment.

- Career Management Goal 4-Reflection-6 Assess the impact of your decision regarding self-employment on your career goals.

- Career Management Goal 4-Knowledge Acquisition-7 Identify ways to be proactive in marketing yourself for a job.

- Career Management Goal 4-Application-7 Demonstrate skills that show how you can market yourself in the workplace.

- Career Management Goal 4-Reflection-7 Evaluate how well you have marketed yourself in the workplace.

Career Management Goal 5
Integrate changing employment trends, societal needs, and economic conditions into your career plans.

- Career Management Goal 5-Knowledge Acquisition-1 Identify societal needs that affect your career plans.

- Career Management Goal 5-Application-1 Show how you are prepared to respond to changing societal needs in your career management.

- Career Management Goal 5-Reflection-1 Evaluate the results of your career management relative to changing societal needs.

- Career Management Goal 5-Knowledge Acquisition-2 Identify economic conditions that affect your career plans.

- Career Management Goal 5-Application-2 Show how you are prepared to respond to changing economic conditions in your career management.

- Career Management Goal 5-Reflection-2 Evaluate the results of your career management relative to changing economic conditions.

- Career Management Goal 5-Knowledge Acquisition-3 Identify employment trends that affect your career plans.

- Career Management Goal 5-Application-3 Show how you are prepared to respond to changing employment trends in your career management.

- Career Management Goal 5-Reflection-3 Evaluate the results of your career management relative to changes in employment trends.

EDUCATIONAL ACHIEVEMENT AND LIFELONG LEARNING DOMAIN

Educational Achievement and Lifelong Learning Goal 1
Attain educational achievement and performance levels needed to reach your personal and career goals.

- Ed Achievement & Lifelong Learning Goal 1-Knowledge Acquisition-1 Recognize the importance of educational achievement and performance to the attainment of personal and career goals.

- Ed Achievement & Lifelong Learning Goal 1-Application-1 Demonstrate educational achievement and performance levels needed to attain your personal and career goals.

- Ed Achievement & Lifelong Learning Goal 1-Reflection-1 Evaluate how well you have attained educational achievement and performance levels needed to reach your personal and career goals.

- Ed Achievement & Lifelong Learning Goal 1-Knowledge Acquisition-2 Identify strategies for improving educational achievement and performance.

- Ed Achievement & Lifelong Learning Goal 1-Application-2 Demonstrate strategies you are using to improve educational achievement and performance.

- Ed Achievement & Lifelong Learning Goal 1-Reflection-2 Analyze your educational achievement and performance strategies to create a plan for growth and improvement.

- Ed Achievement & Lifelong Learning Goal 1-Knowledge Acquisition-3 Describe study skills and learning habits that promote educational achievement and performance.

- Ed Achievement & Lifelong Learning Goal 1-Application-3 Demonstrate acquisition of study skills and learning habits that promote educational achievement and performance.

- Ed Achievement & Lifelong Learning Goal 1-Reflection-3 Evaluate your study skills and learning habits to develop a plan for improving them.

- Ed Achievement & Lifelong Learning Goal 1-Knowledge Acquisition-4 Identify your learning style.

- Ed Achievement & Lifelong Learning Goal 1-Application-4 Show how you are using learning style information to improve educational achievement and performance.

- Ed Achievement & Lifelong Learning Goal 1-Reflection-4 Analyze your learning style to develop behaviors to maximize educational achievement and performance.

- Ed Achievement & Lifelong Learning Goal 1-Knowledge Acquisition-5 Describe the importance of having a plan to improve educational achievement and performance.

- Ed Achievement & Lifelong Learning Goal 1-Application-5 Show that you have a plan to improve educational achievement and performance.

- Ed Achievement & Lifelong Learning Goal 1-Reflection-5 Evaluate the results of your plan for improving educational achievement and performance.

- Ed Achievement & Lifelong Learning Goal 1-Knowledge Acquisition-6 Describe how personal attitudes and behaviors can impact educational achievement and performance.

- Ed Achievement & Lifelong Learning Goal 1-Application-6 Exhibit attitudes and behaviors that support educational achievement and performance.

- Ed Achievement & Lifelong Learning Goal 1-Reflection-6 Assess how well your attitudes and behaviors promote educational achievement and performance.

- Ed Achievement & Lifelong Learning Goal 1-Knowledge Acquisition-7 Recognize that your educational achievement and performance can lead to many workplace options.

- Ed Achievement & Lifelong Learning Goal 1-Application-7 Show how your educational achievement and performance can expand your workplace options.

- Ed Achievement & Lifelong Learning Goal 1-Reflection-7 Assess how well your educational achievement and performance will transfer to the workplace.

- Ed Achievement & Lifelong Learning Goal 1-Knowledge Acquisition-8 Recognize that the ability to acquire and use information contributes to educational achievement and performance.

- Ed Achievement & Lifelong Learning Goal 1-Application-8 Show how the ability to acquire and use information has affected your educational achievement and performance.

- Ed Achievement & Lifelong Learning Goal 1-Reflection-8 Assess your ability to acquire and use information in order to improve educational achievement and performance.

Educational Achievement and Lifelong Learning Goal 2 Participate in ongoing, lifelong learning experiences to enhance your ability to function effectively in a diverse and changing economy.

- Ed Achievement and Lifelong Learning Goal 2-Knowledge Acquisition-1 Recognize that changes in the economy require you to acquire and update knowledge and skills throughout life.

- Ed Achievement and Lifelong Learning Goal 2-Application-1 Show how lifelong learning is helping you function effectively in a diverse and changing economy.

- Ed Achievement and Lifelong Learning Goal 2-Reflection-1 Judge whether or not you have the knowledge and skills necessary to function effectively in a diverse and changing economy.

- Ed Achievement and Lifelong Learning Goal 2-Knowledge Acquisition-2 Recognize that viewing yourself as a learner affects your identity.

- Ed Achievement and Lifelong Learning Goal 2-Application-2 Show how being a learner affects your identity.

- Ed Achievement and Lifelong Learning Goal 2-Reflection-2 Analyze how specific learning experiences have affected your identity.

- Ed Achievement and Lifelong Learning Goal 2-Knowledge Acquisition-3 Recognize the importance of being an independent learner and taking responsibility for your learning.

- Ed Achievement and Lifelong Learning Goal 2-Application-3 Demonstrate that you are an independent learner.

- Ed Achievement and Lifelong Learning Goal 2-Reflection-3 Assess how well you function as an independent learner.

- Ed Achievement and Lifelong Learning Goal 2-Knowledge Acquisition-4 Describe the requirements for transition from one learning level to the next (e.g., middle school to high school, high school to postsecondary).

- Ed Achievement and Lifelong Learning Goal 2-Application-4 Demonstrate the knowledge and skills necessary for transition from one learning level to the next (e.g., middle to high school, high school to postsecondary).

- Ed Achievement and Lifelong Learning Goal 2-Reflection-4 Analyze how your knowledge and skills affect your transition from one learning level to the next (e.g., middle school to high school, high school to postsecondary).

- Ed Achievement and Lifelong Learning Goal 2-Knowledge Acquisition-5 Identify types of ongoing learning experiences available to you (e.g., two- and four-year colleges, technical schools, apprenticeships, the military online courses, and on-the-job training).

- Ed Achievement and Lifelong Learning Goal 2-Application-5 Show how you are preparing to participate in ongoing learning experiences (e.g., two- and four-year colleges, technical schools, apprenticeships, the military, on-line courses, and on-the-job training).

- Ed Achievement and Lifelong Learning Goal 2-Reflection-5 Assess how participation in ongoing learning experiences (e.g., two- and four-year colleges, technical schools, apprenticeships, the military, on-line courses, and on-the-job training) affects your personal and career goals.

- Ed Achievement and Lifelong Learning Goal 2-Knowledge Acquisition-6 Identify specific education/training programs (e.g., high school career paths and courses, college majors, and apprenticeship programs).

- Ed Achievement and Lifelong Learning Goal 2-Application-6 Demonstrate participation in specific education/training programs (e.g., high school career paths and courses, college majors, and apprenticeship programs) that help you function effectively in a diverse and changing economy.

- Ed Achievement and Lifelong Learning Goal 2-Reflection-6 Evaluate how participation in specific education/training programs (e.g., high school career paths and courses, college majors, and apprenticeship programs) affects your ability to function effectively in a diverse and changing economy.

- Ed Achievement and Lifelong Learning Goal 2-Knowledge Acquisition-7 Describe informal learning experiences that contribute to lifelong learning.

- Ed Achievement and Lifelong Learning Goal 2-Application-7 Demonstrate participation in informal learning experiences.

- Ed Achievement and Lifelong Learning Goal 2-Reflection-7 Assess, throughout your life, how well you integrate both formal and informal learning experiences.

PERSONAL SOCIAL DEVELOPMENT DOMAIN

Personal Social Development Goal 1
Develop understanding of yourself to build and maintain a positive self-concept.

- Personal Social Dev Goal 1-Knowledge Acquisition-1 Identify your interests, likes, and dislikes.

- Personal Social Dev Goal 1-Application-1 Demonstrate behavior and decisions that reflect your interests, likes, and dislikes.

- Personal Social Dev Goal 1-Reflection-1 Assess how your interests and preferences are reflected in your career goals.

- Personal Social Dev Goal 1-Knowledge Acquisition-2 Identify your abilities, strengths, skills, and talents.

- Personal Social Dev Goal 1-Application-2 Demonstrate use of your abilities, strengths, skills, and talents.

- Personal Social Dev Goal 1-Reflection-2 Assess the impact of your abilities, strengths, skills, and talents on your career development.

- Personal Social Dev Goal 1-Knowledge Acquisition-3 Identify your positive personal characteristics (e.g., honesty, dependability, responsibility, integrity, and loyalty).

- Personal Social Dev Goal 1-Application-3 Give examples of when you demonstrated positive personal characteristics (e.g., honesty, dependability, responsibility, integrity, and loyalty).

- Personal Social Dev Goal 1-Reflection-3 Assess the impact of your positive personal characteristics (e.g., honesty, dependability, responsibility, integrity, and loyalty) on your career development.

- Personal Social Dev Goal 1-Knowledge Acquisition-4 Identify your work values/needs.

- Personal Social Dev Goal 1-Application-4 Demonstrate behavior and decisions that reflect your work values/needs.

- Personal Social Dev Goal 1-Reflection-4 Assess how your work values/needs are reflected in your career goals.

- Personal Social Dev Goal 1-Knowledge Acquisition-5 Describe aspects of your self-concept.

- Personal Social Dev Goal 1-Application-5 Demonstrate a positive self-concept through your behaviors and attitudes.

- Personal Social Dev Goal 1-Reflection-5 Analyze the positive and negative aspects of your self-concept.

- Personal Social Dev Goal 1-Knowledge Acquisition-6 Identify behaviors and experiences that help to build and maintain a positive self-concept.

- Personal Social Dev Goal 1-Application-6 Show how you have adopted behaviors and sought experiences that build and maintain a positive self-concept.

- Personal Social Dev Goal 1-Reflection-6 Evaluate the effect of your behaviors and experiences on building and maintaining a positive self-concept.

- Personal Social Dev Goal 1-Knowledge Acquisition-7 Recognize that situations, attitudes, and the behaviors of others affect your self-concept.

- Personal Social Dev Goal 1-Application-7 Give personal examples of specific situations, attitudes, and behaviors of others that affected your self-concept.

- Personal Social Dev Goal 1-Reflection-7 Evaluate the effect of situations, attitudes, and the behaviors of others on your self-concept.

- Personal Social Dev Goal 1-Knowledge Acquisition-8 Recognize that your behaviors and attitudes affect the self-concept of others.

- Personal Social Dev Goal 1-Application-8 Show how you have adopted behaviors and attitudes to positively affect the self-concept of others.

- Personal Social Dev Goal 1-Reflection-8 Analyze how your behaviors and attitudes might affect the self-concept of others.

- Personal Social Dev Goal 1-Knowledge Acquisition-9 Recognize that your self-concept can affect educational achievement (i.e., performance) and/or success at work.

- Personal Social Dev Goal 1-Application-9 Show how aspects of your self-concept could positively or negatively affect educational achievement (i.e., performance) and/or success at work.

- Personal Social Dev Goal 1-Reflection-9 Assess how your self-concept affects your educational achievement (performance) and/or success at work.

- Personal Social Dev Goal 1-Knowledge Acquisition-10 Recognize that educational achievement (performance) and/or success at work can affect your self-concept.

- Personal Social Dev Goal 1-Application-10 Give personal examples of how educational achievement (performance) and/or success at work affected your self-concept.

- Personal Social Dev Goal 1-Reflection-10 Assess how your educational achievement (performance) and/or success at work affect your self-concept.

Personal Social Development Goal 2
Develop positive interpersonal skills including respect for diversity.

- Personal Social Dev Goal 2-K-nowledge Acquisition1 Identify effective communication skills.

- Personal Social Dev Goal 2-Application-1 Demonstrate effective communication skills.

- Personal Social Dev Goal 2-Reflection-1 Evaluate your use of effective communication skills.

- Personal Social Dev Goal 2-Knowledge Acquisition-2 Recognize the benefits of interacting with others in a way that is honest, fair, helpful, and respectful.

- Personal Social Dev Goal 2-Application-2 Demonstrate that you interact with others in a way that is honest, fair, helpful, and respectful.

- Personal Social Dev Goal 2-Reflection-2 Assess the degree to which you interact with others in a way that is honest, fair, helpful, and respectful.

- Personal Social Dev Goal 2-Knowledge Acquisition-3 Identify positive social skills (e.g., good manners and showing gratitude).

- Personal Social Dev Goal 2-Application-3 Demonstrate the ability to use positive social skills (e.g., good manners and showing gratitude).

- Personal Social Dev Goal 2-Reflection-3 Evaluate how your positive social skills (e.g., good manners and showing gratitude) contribute to effective interactions with others.

- Personal Social Dev Goal 2-Knowledge Acquisition-4 Identify ways to get along well with others and work effectively with them in groups.

- Personal Social Dev Goal 2-Application-4 Demonstrate the ability to get along well with others and work effectively with them in groups.

- Personal Social Dev Goal 2-Reflection-4 Evaluate your ability to work effectively with others in groups.

- Personal Social Dev Goal 2-Knowledge Acquisition-5 Describe conflict resolution skills.

- Personal Social Dev Goal 2-Application-5 Demonstrate the ability to resolve conflicts and to negotiate acceptable solutions.

- Personal Social Dev Goal 2-Reflection-5 Analyze the success of your conflict resolution skills.

- Personal Social Dev Goal 2-Knowledge Acquisition-6 Recognize the difference between appropriate and inappropriate behavior in specific school, social, and work situations.

- Personal Social Dev Goal 2-Application-6 Give examples of times when your behavior was appropriate and times when your behavior was inappropriate in specific school, social, and work situations.

- Personal Social Dev Goal 2-Reflection-6 Assess the consequences of appropriate or inappropriate behavior in specific school, social, and work situations.

- Personal Social Dev Goal 2-Knowledge Acquisition-7 Identify sources of outside pressure that affect you.

- Personal Social Dev Goal 2-Application-7 Demonstrate the ability to handle outside pressure on you.

- Personal Social Dev Goal 2-Reflection-7 Analyze the impact of outside pressure on your behavior.

- Personal Social Dev Goal 2-Knowledge Acquisition-8 Recognize that you should accept responsibility for your behavior.

- Personal Social Dev Goal 2-Application-8 Demonstrate that you accept responsibility for your behavior.

- Personal Social Dev Goal 2-Reflection-8 Assess the degree to which you accept personal responsibility for your behavior.

- Personal Social Dev Goal 2-Knowledge Acquisition-9 Recognize that you should have knowledge about, respect for, be open to, and appreciate all kinds of human diversity.

- Personal Social Dev Goal 2-Application-9 Demonstrate knowledge about, respect for, openness to, and appreciation for all kinds of human diversity.

- Personal Social Dev Goal 2-Reflection-9 Assess how you show respect for all kinds of human diversity.

- Personal Social Dev Goal 2-Knowledge Acquisition-10 Recognize that the ability to interact positively with diverse groups of people may contribute to learning and academic achievement.

- Personal Social Dev Goal 2-Application-10 Show how the ability to interact positively with diverse groups of people may contribute to learning and academic achievement.

- Personal Social Dev Goal 2-Reflection-10 Analyze the impact of your ability to interact positively with diverse groups of people on your learning and academic achievement.

- Personal Social Dev Goal 2-Knowledge Acquisition-11 Recognize that the ability to interact positively with diverse groups of people is often essential to maintain employment.

- Personal Social Dev Goal 2-Application-11 Explain how the ability to interact positively with diverse groups of people is often essential to maintain employment.

- Personal Social Dev Goal 2-Reflection-11 Analyze the impact of your ability to interact positively with diverse groups of people on your employment.

Personal Social Development Goal 3
Integrate personal growth and change into your career development.

- Personal Social Dev Goal 3-Knowledge Acquisition-1 Recognize that you will experience growth and changes in mind and body throughout life that will impact on your career development.

- Personal Social Dev Goal 3-Application-1 Give examples of how you have grown and changed (e.g., physically, emotionally, socially, and intellectually).

- Personal Social Dev Goal 3-Reflection-1 Analyze the results of your growth and changes throughout life to determine areas of growth for the future.

- Personal Social Dev Goal 3-Knowledge Acquisition-2 Identify good health habits (e.g., good nutrition and constructive ways to manage stress).

- Personal Social Dev Goal 3-Application-2 Demonstrate how you have adopted good health habits.

- Personal Social Dev Goal 3-Reflection-2 Assess the impact of your health habits on your career development.

- Personal Social Dev Goal 3-Knowledge Acquisition-3 Recognize that your motivations and aspirations are likely to change with time and circumstances.

- Personal Social Dev Goal 3-Application-3 Give examples of how your personal motivations and aspirations have changed with time and circumstances.

- Personal Social Dev Goal 3-Reflection-3 Assess how changes in your motivations and aspirations over time have affected your career development.

- Personal Social Dev Goal 3-Knowledge Acquisition-4 Recognize that external events often cause life changes.

- Personal Social Dev Goal 3-Application-4 Give examples of external events that have caused life changes for you.

- Personal Social Dev Goal 3-Reflection-4 Assess your strategies for managing life changes caused by external events.

- Personal Social Dev Goal 3-Knowledge Acquisition-5 Identify situations (e.g., problems at school or work) in which you might need assistance from people or other resources.

- Personal Social Dev Goal 3-Application-5 Demonstrate the ability to seek assistance (e.g., with problems at school or work) from appropriate resources including other people.

- Personal Social Dev Goal 3-Reflection-5 Assess the effectiveness of your strategies for getting assistance (e.g., with problems at school or work) from appropriate resources including other people.

- Personal Social Dev Goal 3-Knowledge Acquisition-6 Recognize the importance of adaptability and flexibility when initiating or responding to change.

- Personal Social Dev Goal 3-Application-6 Demonstrate adaptability and flexibility when initiating or responding to change.

- Personal Social Dev Goal 3-Reflection-6 Analyze how effectively you respond to change and/or initiate change.

Personal Social Development Goal 4
Balance personal, leisure, community, learner, family, and work roles.

- Personal Social Dev Goal 4-Knowledge Acquisition-1 Recognize that you have many life roles (e.g., personal, leisure, community, learner, family, and work roles).

- Personal Social Dev Goal 4-Application-1 Give examples that demonstrate your life roles including personal, leisure, community, learner, family, and work roles.

- Personal Social Dev Goal 4-Reflection-1 Assess the impact of your life roles on career goals.

- Personal Social Dev Goal 4-Knowledge Acquisition-2 Recognize that you must balance life roles and that there are many ways to do it.

- Personal Social Dev Goal 4-Application-2 Show how you are balancing your life roles.

- Personal Social Dev Goal 4-Reflection-2 Analyze how specific life role changes would affect the attainment of your career goals.

- Personal Social Dev Goal 4-Knowledge Acquisition-3 Describe the concept of lifestyle.

- Personal Social Dev Goal 4-Application-3 Give examples of decisions, factors, and circumstances that affect your current lifestyle.

- Personal Social Dev Goal 4-Reflection-3 Analyze how specific lifestyle changes would affect the attainment of your career goals.

- Personal Social Dev Goal 4-Knowledge Acquisition-4 Recognize that your life roles and your lifestyle are connected.

- Personal Social Dev Goal 4-Application-4 Show how your life roles and your lifestyle are connected.

- Personal Social Dev Goal 4-Reflection-4 Assess how changes in your life roles would affect your lifestyle.