

Traits of a Young Professional

ALIGNED TO COLORADO ESSENTIAL SKILLS

By developing these character traits and workforce habits early, you'll be on the right track to be successful in any pathway you choose — whether that's the workforce after graduation, continued training for specialized industry certifications or going to college.



Professional Skills

TASK/TIME MANAGEMENT

Be on time.
Use work time wisely.

CAREER AWARENESS

Explore your career options.

INFORMATION LITERACY

Consider the source when doing research.

USE OF INFORMATION TECHNOLOGIES

Use your tech skills (Word, Excel, Power Point, etc.) in daily work.

Only use cell phone and computer when needed for work tasks.

SELF ADVOCACY

Advocate for yourself.

Ask for help when needed.

Be a proactive learner by asking lots of questions.

LEADERSHIP

Show appreciation.
Be a positive role model.
Follow the dress code.



Personal Skills

SELF-AWARENESS

Be open to feedback from your supervisor and co-workers.

INITIATIVE/SELF-DIRECTION

Take the first step when you see something needs to be done.

Put in your best effort.

PERSONAL RESPONSIBILITY

Handle conflict with maturity and skill.

ADAPTABILITY

Consider the viewpoints of others when working on a problem.

PERSEVERANCE/RESILIENCE

Stick with a task even when it is challenging.

Interpersonal Skills

COLLABORATION/TEAMWORK

Be a productive team member—do your part.

Show respect for supervisor and co-workers.

COMMUNICATION

When at work, use professional communication skills.

Be prepared to create presentations representing your work.

GLOBAL/CULTURAL AWARENESS

Work effectively with a wide variety of people.

CIVIC ENGAGEMENT

Know your company's purpose.

CHARACTER

Follow workplace rules and safety requirements.

Work hard and do your best.



Entrepreneurial Skills

CRITICAL THINKING/ANALYSIS

Thoroughly consider possible solutions when solving a problem.

CREATIVITY/INNOVATION

Be curious and try new things.

RISK TAKING

Learn from your mistakes.



DENVER PUBLIC SCHOOLS

CareerConnect
Learning Made Real

If you are pursuing the Capstone Portfolio through Career Readiness option to fulfill graduation requirements* the Traits of a Young Professional (also referred to as essential skills) is one of the four components required.

*Capstone Portfolio is an option on the competency menu to fulfill Graduation Requirements for the Classes of 2021 and beyond. For information on graduation requirements, visit collegeandcareer.dpsk12.org.