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| **All Aspects of the Industry Framework**  **Workplace Experience Observation Question Prompts for Students to Ask Employer/Supervisor/Mentor** | | | |
| **Work-Based Experience or Job Shadowing Site:** | | | **Student:** |
| **Describe how you incorporate all aspects of the industry in the work you do (or the work of the business/industry)?** | | | |
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| **Industry Aspect** | **Explanation** | **What activity will be used to teach this aspect of industry?** | |
| 1. Business Planning | Strategic Planning, Goals, Objectives, Form of Business Ownership | **Why/where is business planning important when employed in an area that is related to your position?** | |
| 2. Management | Organizational Structure, Mission Statement, Employee Handbook, Corporate Culture | **Why it is important to understand organizational structure, mission statement, employee handbook, & corporate culture when employed in this business?** | |
| 3. Health Safety and Environment | Regulatory Issues  Providing a Safe Workplace | **Why it is important to understand specific regulatory issues & a safe workplace guidelines for your job or other jobs within this business?** | |
| 4. Finance | Capital Acquisitions Financial Operations | **What financial aspects would one need to know when employed in your position (or other positions within the business)?** | |
| 5. Community Issues | Impact of the company on the community; Impact of the community on the company | **How does your industry or business have an impact on the community and vice versa?** | |
| 6. Principles of Technology | Technology in the workplace; continued professional training | 1. **What technical skills are important to have when employed in an area related to your work?** 2. **Why will continued professional training be a necessity?** | |
| 7. Personal Work Habits | Positive attitude, personal fitness, appearance and readiness to work | **Why the personal work habits of positive attitude, personal fitness, appearance,**  **& readiness to work are requirements in order to be gainfully employed?** | |
| 8. Labor | Employee rights and responsibilities, role of labor organizations | **Briefly describe employee rights and responsibilities and the role of labor organizations (if any) in your business/industry.** | |
| 9. Technical and Production Skills | Specific technical skills (job/industry related), production skills (soft skills), and basic academic skills needed | **Which technical, production and academic skills are necessary for your position (or other specific positions within the business related to the student’s career interest.** | |