

# Middle School Guidance and Counseling Competencies Documentation Sheet

Counselor: \_\_\_\_\_

School: \_\_\_\_\_

Grade Level: Seventh Grade

Competency	Dates it was covered	Comments
<b>Career Knowledge and Skills</b>		
1. Identify ways to make plans to develop abilities needed in career interest areas incorporating academic majors. (C)		
<b>Educational Knowledge and Skills</b>		
2. Identify benefits of a positive work environment and how work ethics contribute to such an environment (include characteristics and responsibilities associated with a strong work ethic and/or a drug free work place). (E)(CE.Respect for Self)		
3. Identify ways to evaluate their progress toward a goal. (E) (CE.Respect for Self.Work Ethic)		
4. Identify ways to improve study skills (including time management, goal setting, and organizational skills). (E)		
5. Identify ways to take tests and how to control test anxiety. (E)		
<b>Personal/Social Knowledge and Skills</b>		
6. Demonstrate ways to control emotions and behaviors (including ways to appropriately express anger and frustrations.). (PS)(CE.Respect for Self. Self Control)		
7. Demonstrate ways to mediate peacefully and settle conflicts. (P/S)		
8. Describe the importance of family relationships. (PS)		
9. Identify the ways that verbal and nonverbal communication skills can help to solve problems and improve relationships. (PS) (7LA_A1998-2)		
10. Identify ways to be fair in how one treats others. (PS) (CE.Respect for Others.Accountability)		
11. Identify ways to develop self-confidence. (PS) (CE.Respect for Self.Self Esteem)		
12. Identify ways to improve decision-making skills. (PS) (CE.Respect for Others. Integrity. Patience)		
13. Identify ways to recognize and respond to harassment including sexual harassment, abuse, neglect, and enticements to use drugs from peers and advertisements. (P/S) (6HE_H1998-14)		
14. Recognize the importance of being responsible for one's actions. (PS) (CE.Citizenship.Honor.Responsibility. Accountability)		