

| <u>Activities</u> | <u>Type of Skills Used in the Activities</u> | | | | | <u>Page</u> |
|------------------------------------|---|----------------|-------------|----------------|-------------------------|--------------------|
| | Job Skills | Reading | Math | Writing | Design Reasoning | |
| Group 1: New On The Job | | | | | | |
| Your First Day | x | x | | | x | 1-2 |
| Ask Questions | x | x | | x | x | 3 |
| Employee Handbook | x | x | | x | x | 4 |
| First Days and Weeks | x | x | | x | x | 5 |
| What Would You Do? | x | x | | x | x | 6 |
| Group 2: Be Dependable | | | | | | |
| Don't Miss Work | x | x | | x | x | 7-8 |
| Don't Be Late | x | x | | x | x | 9-10 |
| Group 3: Your Appearance | | | | | | |
| Dress For Success | x | x | x | | x | 11 |
| The Right Clothes | x | x | | x | x | 12 |
| Personal Grooming | x | x | | x | x | 13 |
| Maintaining Your Space | x | x | | x | x | 14 |
| Group 4: Customer Service | | | | | | |
| Waiting On Customers | x | x | | x | x | 15 |
| Dealing With Complaints | x | x | | x | x | 16 |
| On The Telephone | x | x | | x | x | 17-18 |
| Just Solve The Problem | x | x | | x | x | 19-20 |
| Group 5: Success Or Failure | | | | | | |
| Job Success Means | x | x | | x | x | 21-22 |
| Keys To Success | x | x | | x | x | 23 |
| Don't Do It! | x | x | | x | x | 24 |
| ABCs of Success | x | x | | x | x | 25 |
| Getting Ahead | x | x | | x | x | 26-27 |
| What Did He Say? | x | x | | x | x | 28 |
| Meet Bryan Morgan | x | x | | x | x | 29 |
| Stressed Out | x | x | | x | x | 30 |
| What Would You Do? | x | x | | x | x | 31-34 |
| Lights, Camera, Action | x | x | | x | x | 35-39 |

You're new on the job and want to prove that you're good at what you do. Which of the following would you do to prove you were worth hiring?



1. Make sure that you do quality work: Yes No Why?

2. Do something radical to show that you are bringing new ideas to the job: Yes No Why?

3. Prove your value from day one by being productive each day: Yes No Why?

4. Put in long hours to show that you're a hard worker: Yes No Why?

5. Ask for extra projects or assignments to prove you're more than worth your pay: Yes No Why?

6. Seek not just excellence in your work, but perfection: Yes No Why?

7. Be sure your outside life and health are in order so you can concentrate on work: Yes No Why?

8. Point out to your boss (supervisor) how your co-workers work could be improved: Yes No Why?

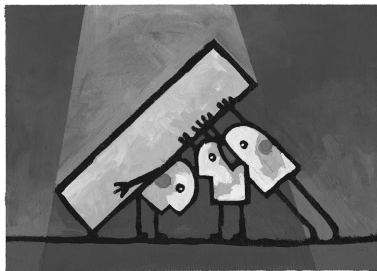
SAMPLE
DO NOT
REPRODUCE

Do Your Job

When you accept a job and the wage or salary that goes with it, it's your obligation to earn it. That means giving your best effort every day.

When you quit early, take extra long breaks, play games on your computer, or just show up and give it your least, you're stealing from your employer and breaking your word. Unfortunately, many employees are experts at learning what's acceptable, minimal effort on the job and how to just get by.

Set a higher standard for yourself. Here's how!



Seek quality, but not perfection. Your goal should always be to produce the best quality work you can without getting bogged down in perfectionism.

Perfectionism can enslave you. It can eat away at your time, alienate your coworkers, frustrate you, and set you up for constant disappointment.

Quality work done well is far more useful than perfect work never finished.

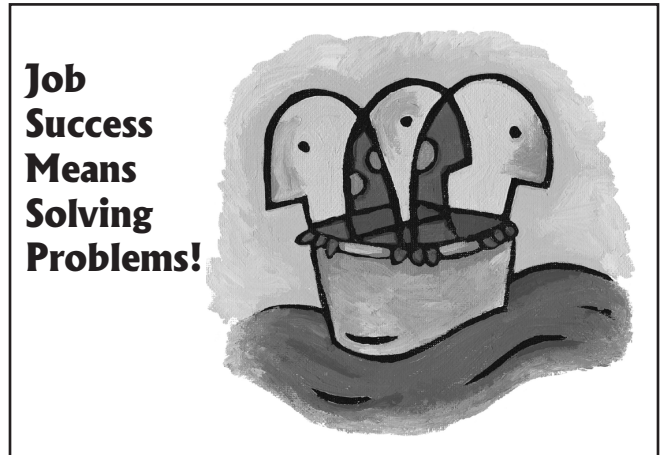
Be accountable. Always be accountable for your actions and accept responsibility when something is your fault.

If you've made a mistake; overlooked something; or made a bad error in judgement, admit it and correct it. You'll be better off in the long run. You'll gain the respect of your employer and coworkers and create a more open environment where problems can be dealt with openly and honestly.

Set reasonable workday goals. Set goals that you can actually accomplish each day. Be realistic and don't overreach yourself.

You'll feel much better about accomplishing more than you planned than falling short of an overly ambitious goal.

Shown below is one in a series of career posters titled "Job Success Means. . ."



You create five more poster in the series.



SAMPLE
DO NOT
REPRODUCE

Name: _____

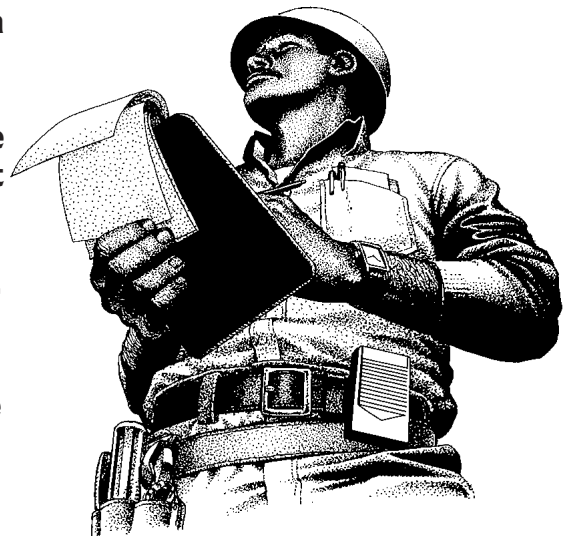
Class: _____ Period: _____

When Bryan Morgan graduated, he went to work for an engineering firm.

One reason he likes the job is that he spends very little time in an office. Most of his time is spent on project sites where he is on his own.

Working on your own can be more difficult than working closely under your boss or supervisor.

Write two accounts of how working on his own made Bryan Morgan a success or a failure.



Why He Succeeded!

Why He Failed!
