

CAREER PREPAREDNESS

Unit	Workforce Behaviors	Time on Task: 490 minutes
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Course Content Standard(s)	<p>2. Understand the effect of workplace behaviors.</p> <p>a. Examine appropriate workplace behaviors, including attitude, work ethic, responsibility, dependability, punctuality, integrity, time management, effort, adherence to dress code, communication (written, verbal, and nonverbal), teamwork, and other workplace etiquette.</p> <p>b. Identify inappropriate workplace behaviors, including violence and sexual harassment and procedures for addressing such behaviors.</p> <p>c. Recognize the importance of and capitalize on diversity in the workplace.</p>
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College and Career Readiness Standards

(Teachers should select the appropriate grade span standard(s) as it pertains to reading and writing.)

Reading Standards for Literacy in Science and Technical Subjects 6-12 <u>or</u> Reading Standards for Literacy in History/Social Studies 6-12	Writing Standards for Literacy in History/Social Studies, Science, and Technical Subjects 6-12	Standards for Mathematical Practice
1, 2, 5, 6, 7	1, 2, 4, 7, 8	

Learning Objective(s)	<p>The student will:</p> <ol style="list-style-type: none"> 1. Demonstrate appropriate workplace behaviors. 2. Demonstrate inappropriate workplace behaviors. 3. Explain what diversity in the workplace means.
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21st Century Competencies	<input checked="" type="checkbox"/> Critical Thinking <input checked="" type="checkbox"/> Communication <input checked="" type="checkbox"/> Collaboration <input checked="" type="checkbox"/> Creativity Source: Partnership for 21st Century Skills (www.p21.org/)
Essential Question(s)	<p>Why are appropriate workplace behaviors beneficial to employees?</p> <p>Why are appropriate workplace behaviors beneficial to employers?</p> <p>Why are inappropriate workplace behaviors not beneficial to employees and employers?</p> <p>What are procedures for addressing inappropriate workplace behaviors?</p> <p>What does diversity in the workplace look like?</p>

Content Knowledge	Suggested Instructional Activities	Suggested Materials, Equipment, and Technology Resources
<p>I. Workplace Behaviors</p> <p>a. Appropriate</p> <p>b. Inappropriate</p>	<p>Watch the video clip http://www.youtube.com/watch?v=unHIRoVCv6w This short three minute clip shows four children in a business office, one acting like a child and what happens.</p> <p>Ask students to identify the different ways that were childish. (Calling the boss names, putting another worker in an awkward relationship situation, directly interfering with a worker’s ability to do their work, etc.).</p> <p>Have students take a pre-quiz on workplace behaviors. Both the quiz and answers can be found at http://focalpointtraining.com/management-development/Appropriate-Workplace-Behaviour-Quiz and are in word format.</p> <p>Students read the article on http://pattyenglishms.hubpages.com/hub/Top_5_Characteristics dealing with five characteristics of the ideal employee. These include:</p> <ul style="list-style-type: none"> Dependability Honesty & Integrity Positive, Proactive Attitude Willing to Work Uses Down Time Productively <p>Divide students in five teams, give each team a characteristic, and have each team develop a short skit on their characteristic. Then have students perform skits for the class.</p> <p>Have students read “Appearance Matters!” and “Work Relationships” both brochures from Alabama Cooperative</p>	<p>Internet access to show video clip from youtube clip</p> <p>Word document quiz on appropriate workplace behaviors. Focal Point Training and Consultancy Ltd v1 Dec 2011</p> <p>Copies of the article http://pattyenglishms.hubpages.com/hub/Top_5_Characteristics or access to the Internet.</p> <p>“Appearance Matters!” HE-768 and “Work Relationships” HE-775 brochures from Extension System, www.aces.edu</p> <p>Speakers – Men’s Warehouse</p>

	<p>Extension System.</p> <p>Speaker – Invite a representative from Men’s Warehouse to come and give their “Dress For Success” presentation.</p> <p>Students write a letter to a friend explaining to them what they have learned about appropriate behaviors at work.</p> <p>Students view portions of the PowerPoint “Ethics, Code of Conduct, Performance Expectations, EPAs, and Staff Political Activity.” This presentation can be found at http://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=2&ved=0CDkQFjAB&url=http%3A%2F%2Fwww.odle.com%2Fincludes%2FHarassment-discrimination%2520ethics%2520presentation--LBJCC.ppt&ei=AGieUdiFO43m8QTqv4E4&usg=AFQjCNHvOXAGqIx4wh6lxo8c_TCEobK8GO&sig2=9HtJ4LAZc_vI263Fk9JNeg&bvm=bv.46865395.d.eWU Adapt the presentation to your class needs. These are the concepts it covers:</p> <ul style="list-style-type: none"> Workplace Harassment Sexual Harassment Incivility / Bullying Workplace Violence Prejudices and Biases Ethics Violation. <p>The presentation which is from Long Beach Job Corps is a training presentation which also includes activities.</p> <p>Using the quiz that was given at the beginning of the class, students discuss the correct answers and determine what new things they have learned.</p> <p>Students create a voicethread, PowerPoint, glogster, or poster presentation which can be used with their peers in a job readiness program.</p>	<p>Power Point Presentation</p> <p>Supplies for presentation</p>
<p>II. Diversity in the Workplace</p>	<p>Diversity issues are related to race, gender, age, disabilities,</p>	<p>Whiteboard or sheets hung around the room.</p>

	<p>religion, job title, physical appearance, sexual orientation, nationality, multiculturalism, competency, training, experience, and personal habits. Have students brainstorm and create lists under each heading to define what each category looks like.</p> <p>Students research laws protecting diversity in the workplace. After researching, set up a mock debate or a mock trial using these laws as a basis for the debate/trial.</p>	<p>Internet access http://www.successlink.org/gti/lesson_unit-viewer.asp?lid=3305</p>
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Assessment of Learning	<p style="text-align: center;">Formative Assessments (AQTS 2.8)</p> <ul style="list-style-type: none"> • Quiz on Workplace Behaviors • Research on Diversity Laws 	<p style="text-align: center;">Summative Assessments (AQTS 2.9)</p> <ul style="list-style-type: none"> • Letter To A Friend • Presentation on Appropriate vs. Inappropriate Workplace Behaviors
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Sample Career Options	Human Resource Officer, Lawyer, Paralegal, Judge, Counselor
Online Experience	Does this lesson address the required online experience? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please indicate length of time in minutes. Thirty minutes
Unit/Course CTSO Activity <i>(if applicable)</i>	

Culminating Product	Workplace Behaviors Presentation
Course/Program Credential(s): <input type="checkbox"/> Credential <input type="checkbox"/> Certificate <input type="checkbox"/> Other: (no credential available at this time.)	