

## Lawver – Junior Lab – Off-Site Learning Packet Day 3

Program/Class CJ

Period 10

### State Indicator/Competency:

(Unit 1 Adm. Topic 2 Role of American Peace Officer)

Career Exploration, Development and Employability Traits 1.3

Demonstrate positive work behaviors and personal qualities.

### Instructional Objective(s):

Student will identify and determine personal values to a competency rate of 100%

### Materials:

Employment Skills for the 21<sup>st</sup> Century Activity Page 198 front and back.

### Method of Instruction:

Lecture, Questions and answers, Seat Work, Demonstrations, and Practice.

As well as the completion of Applied Activity Pages

### Activity:

Rate Yourself as a Leader

Leaders exhibit certain personality characteristics. The self-evaluation below will provide insights into personal leadership strengths and weakness.

Directions: For each statement in Part q, place an "X" in the column that best expresses your feelings about the statement. In Part 2 answer the questions to help determine areas that require practice and work.

#### Part 1

1. I can make decisions confidently.
2. I can set clear goals.
3. I am well groomed.
4. I can effectively communicate instructions to others.
5. I show genuine enthusiasm.
6. I can accept constructive criticism.
7. I can motivate others to perform tasks.
8. I am dependable at all times.
9. I am flexible.
10. I enjoy meeting new people.
11. I feel good about myself.
12. I offer encouragement to others.
13. I can delegate jobs to others.
14. I make an effort to arrive on time.
15. I have the courage to face problems.
16. I can admit my mistakes.
17. I can accept compliments, honors, and advancements graciously.

**APPLIED  
ACTIVITIES**

**EMPLOYMENT SKILLS  
FOR THE TWENTY-FIRST CENTURY**

**198**



- Reading Comprehension**  
 • React to written material  
**Functional Reading**  
 • Interpret forms and records



- Functional Writing**  
 • Complete forms and records



- General Relating**  
 • Identify personal values/attitudes  
 • Apply information to life experiences  
**Teamwork/Cooperative**  
 • Identify values/attitudes  
 • Identify needs/drives  
 • Investigate/identify personal styles



- Cognitive Activities**  
 • Analyze/synthesize information

Name \_\_\_\_\_ Score \_\_\_\_\_

**Rate Yourself as a Leader**

Leaders tend to exhibit certain personality characteristics. The self-evaluation below will provide insights into personal leadership strengths and weaknesses.

For each statement in Part 1, place an "X" in the column that best expresses your feelings about the statement. In Part 2 answer the questions to help determine areas that require practice and work.

**Part 1**

|  | <b>Need to learn</b> | <b>Need to improve</b> | <b>Can do well</b> |
|--|----------------------|------------------------|--------------------|
| 1. I can make decisions confidently.                     | _____                | _____                  | _____              |
| 2. I can set clear goals.                                | _____                | _____                  | _____              |
| 3. I am well groomed.                                    | _____                | _____                  | _____              |
| 4. I can effectively communicate instructions to others. | _____                | _____                  | _____              |
| 5. I show genuine enthusiasm.                            | _____                | _____                  | _____              |
| 6. I can accept constructive criticism.                  | _____                | _____                  | _____              |
| 7. I can motivate others to perform tasks.               | _____                | _____                  | _____              |
| 8. I am dependable at all times.                         | _____                | _____                  | _____              |
| 9. I am flexible.  | _____                | _____                  | _____              |
| 10. I enjoy meeting new people.                          | _____                | _____                  | _____              |



**Job Acquisition/  
Development**

- Practice good personal presentation
- Develop effective leadership



**Information Analysis**

- Collect/record data
- Social Studies**
- Application**
- Investigate/apply principles of psychology
- Investigate/apply principles of sociology

|     |   | <b>Need to learn</b> | <b>Need to improve</b> | <b>Can do well</b> |
|-----|---|----------------------|------------------------|--------------------|
| 11. | I feel good about myself.   | _____                | _____                  | _____              |
| 12. | I offer encouragement to others.  | _____                | _____                  | _____              |
| 13. | I can delegate jobs to others.  | _____                | _____                  | _____              |
| 14. | I respect other's opinions.   | _____                | _____                  | _____              |
| 15. | I make an effort to arrive on time.   | _____                | _____                  | _____              |
| 16. | I have the courage to face problems.  | _____                | _____                  | _____              |
| 17. | I can admit my mistakes.  | _____                | _____                  | _____              |
| 18. | I can accept compliments, honors, and advancements graciously.                  | _____                | _____                  | _____              |
| 19. | I am a good listener.   | _____                | _____                  | _____              |
| 20. | I am honest with myself and others.   | _____                | _____                  | _____              |
| 21. | I have the determination to keep trying until a task is successfully completed. | _____                | _____                  | _____              |
| 22. | I can provide constructive criticism tactfully.                                 | _____                | _____                  | _____              |
| 23. | I have group pride.   | _____                | _____                  | _____              |