

Lawver – Senior Lab – Off-Site Learning Packet Day 1

Program/Class CJ

Period _____

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 21st Century Activity Page 133 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:

Evaluate Personal Qualities of self

Success in the work place involves an employee to know how to get along with others:

1. The results of this self-test, to see how you are doing/ No wrong answers Just be honest and truthful. We are all works in progress and no one is perfect.
2. Worksheet is not graded on answers but on completeness and participation.
3. Directions: Answer each question by circling Yes, or No or Sometimes at the end of each question.
 - a. If you make a promise, do you keep it?
 - b. If someone, a friend, co-worker or member of your family, is in need of help do you give that help cheerfully?
 - c. Are you frequently witty in a sarcastic way?
 - d. Do you have a tendency to gain attention by "topping" the remark made by the previous speaker in a conversation?
 - e. Are you usually ill at ease with strangers?
 - f. Are you critical of others when you feel they are at fault?
 - g. Can you usually avoid being bossy?
 - h. Are you able to avoid ridiculing other people when they are not present?
 - i. Do you often laugh at the mistakes of others?
 - j. When others make mistake in information , in grammar, or in pronunciation, do you correct them?
 - k. Do you smile easily?
 - l. Are you able to praise and compliment other people easily?
 - m. Do you frequently try to reform other people?
 - n. Re you able to keep your personal troubles to yourself? (Drama?)

- o. Are you suspicious of other people's motives?**
- p. Do you enjoy gossip?**
- q. Are you able to keep out of other people's business most of the time?**
- r. Do you ever use belittling words when referring to those who differ from you in religion, race, politics or beliefs?**

Now list your strengths?

What areas can you improve on?

Evaluation:

This work sheet is a participation grade.

Student completed worksheet to completeness and did activity with reflection= full points 10 pts

Student did not complete worksheet to completeness, and did not take activity seriously = 0 pts

Student did part of worksheet but did not participate in discussion or to completeness = 0 to 5

Closure:

Go around room, have students list on board what they think the two worst things to do to hurt work relationships and why?

Discuss what one should do when confronted with some of these negative qualities in work situations?

Option 1

Option 2

Option 3

**APPLIED
ACTIVITIES**

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

133



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
- Investigate/identify personal styles



Cognitive Activities

- Analyze/synthesize information

Name _____ Score _____

Evaluate Personal Qualities of Self

A successful employee should know how to get along with others. By the results of this self-test, you will see how you are doing. The evaluation is designed to help you discover if you have qualities that cause others to like you. Answer each question by circling *Yes*, *No*, or *Sometimes* at the end of each question.

- | | | | |
|---|-----|----|-----------|
| 1. If you make a promise, do you keep it? | YES | NO | SOMETIMES |
| 2. If someone, a friend, co-worker, or member of your family, is in need of help, do you give that help cheerfully? | YES | NO | SOMETIMES |
| 3. Are you frequently witty in a sarcastic way? | YES | NO | SOMETIMES |
| 4. Do you have a tendency to gain attention by "topping" the remark made by the previous speaker in a conversation? | YES | NO | SOMETIMES |
| 5. Are you usually ill at ease with strangers? | YES | NO | SOMETIMES |
| 6. Are you critical of others when you feel they are at fault? | YES | NO | SOMETIMES |

18. Are you able to keep out of other people's business most of the time?	YES	NO	SOMETIMES
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19. Do you avoid talking about yourself, your belongings, your successes most of the time?	YES	NO	SOMETIMES
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20. Do you ever use belittling words when referring to those who differ from you in religion, race, politics, or beliefs?	YES	NO	SOMETIMES
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What do you see as your strengths?
