

Academic/Career & Technical Related/Demonstration Lesson Plan

Instructor Stephanie Wilfong

Date _____

Program/Class ECE

Period Junior Lab

State Indicator/Competency

- 1.2.1 Describe the process by which individuals are socialized into education and training organizations.
- 1.2.2 Explain what it means to be a professional educator and member of the education and training profession.
- 1.2.4 Demonstrate respect for cultural and generational values.
- 1.4.1 Differentiate legal and ethical issues.
- 1.4.3 Explain the implications of an individual's past or present legal history on teaching credentials.
- 1.4.4 Discuss the implications of ethical/unethical behavior.
- 2.2.1 Identify the hierarchy within various educational and training systems.
- 2.2.2 Differentiate between administration, management, leadership and supervision positions.
- 2.2.3 Describe roles of various organizational members.
- 3.1.2 Structure ideas and arguments in an organized manner, supported by relevant documentation and/or examples.
- 3.1.3 Write messages using language that is appropriate for the intended audience and purpose.
- 3.1.4 Use correct spelling, grammar, capitalization and punctuation.
- 11.1.1 Meet ethical and professional responsibilities with integrity, honesty, fairness and dignity.
- 11.2.2 Translate legal and ethical issues to education and training operations.

Instructional Objective(s):

- The students will evaluate their personal qualities which may assist in employment or hinder employment. (80% accuracy)

Materials:

Evaluate Personal Qualities of Self Survey

Method of Instruction:

Individual work

Activities:

- Review the handout called WorkGo Job Readiness Skills Outline.
- The students will read the directions on the provided worksheet. Then honestly answer each question ranking their responses with a yes, no or sometimes response.

Closure:

REVIEW QUESTIONS

What are personality qualities that will help you obtain an employment position?

What qualities will hinder an individual from obtaining or keeping a job?

Assessment:

- Evaluate Personal Qualities of Self Worksheet (10 - points)

WorkGo Job Readiness Skills Outline

Successful WorkPlace Attitudes & Behaviours

- 1. Importance of Positive Attitudes in Work & School**
 - ◆ The importance of a Positive Attitude in getting hired, enjoying work, and being successful
 - ◆ The meaning of job success – doing your job well, being part of a team, enjoying your work
 - ◆ Thinking Positively – everyone controls their own attitudes and behavior. Avoid negatives, look for positive options in work situations
- 2. Be There**
 - ◆ The consequences of being late, missing work, or calling in sick as an excuse
 - ◆ Keeping your employer informed at all times
 - ◆ Meeting and exceeding your employer's expectations
- 3. Keeping Your Focus**
 - ◆ Keeping your mind on the job
 - ◆ Avoiding non work talk or dealing with personal business at work
 - ◆ Focusing on safety and efficiency at work
- 4. Doing Your Very Best**
 - ◆ Showing initiative in work situations
 - ◆ Always trying to improve knowledge and skills
 - ◆ Setting reasonable goals then working to meet them
- 5. Accepting Guidance and Direction**
 - ◆ Following procedures and standard practices.
 - ◆ Asking for help, directions, or instructions
 - ◆ Accepting advice & criticism.
- 6. Being Flexible**
 - ◆ Being willing to do "extra"
 - ◆ Being ready to step up and help when needed
 - ◆ Knowing how to balance your own and other's needs
- 7. Staying Calm**
 - ◆ Controlling your emotions
 - ◆ Making constructive suggestions
 - ◆ Learning, practicing and using good communication
- 8. Looking After Yourself**
 - ◆ Being ready for work – sleep and exercise
 - ◆ Avoiding abuse of alcohol and drugs
 - ◆ Managing and reducing stress
- 9. Honesty**
 - ◆ Respecting employer's time and property
 - ◆ Importance of completing work tasks
 - ◆ Being honest with yourself and others
- 10. Positive Attitudes Work**
 - ◆ Positive attitudes are noticed by others
 - ◆ Positive attitudes lead to more interesting work and better jobs
 - ◆ Positive attitudes create enjoyment and success

**APPLIED
ACTIVITIES**

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

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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 |

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|-------------------------------------------------------------------------------------------------------|-----|----|-----------|
| 7. Can you usually avoid being bossy? | YES | NO | SOMETIMES |
| 8. Are you able to avoid ridiculing other people when they are not present? | YES | NO | SOMETIMES |
| 9. Do you often laugh at the mistakes of others? | YES | NO | SOMETIMES |
| 10. When others make mistakes (in information, in grammar, or in pronunciation), do you correct them? | YES | NO | SOMETIMES |
| 11. Do you smile easily? | YES | NO | SOMETIMES |
| 12. Are you able to praise and compliment other people easily? | YES | NO | SOMETIMES |
| 13. Do you frequently try to reform other people? | YES | NO | SOMETIMES |
| 14. Are you able to keep your personal troubles to yourself? | YES | NO | SOMETIMES |
| 15. Are you suspicious of other people's motives? | YES | NO | SOMETIMES |
| 16. Do you frequently borrow the belongings of others? | YES | NO | SOMETIMES |
| 17. Do you enjoy gossip? | YES | NO | SOMETIMES |

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18. Are you able to keep out of other people's business most of the time? YES NO SOMETIMES

19. Do you avoid talking about yourself, your belongings, your successes most of the time? YES NO SOMETIMES

20. Do you ever use belittling words when referring to those who differ from you in religion, race, politics, or beliefs? YES NO SOMETIMES

What do you see as your strengths?

What do you see as your weaknesses?
