

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 determine their personal values in relation to employment. (80% accuracy)

Materials:

Determine Personal Values Worksheet

Method of Instruction:

Individual work

Activities:

- Review the handout titled Eight Keys to Employability.
- The students will read the directions on the provided worksheet. Then honestly answer each question to determine their personal values.

Closure:

REVIEW QUESTIONS

What are items are important to you, which you personally value?

What items are low on your list of values?

Assessment:

- Determine Personal Values Worksheet (10 - points)

Eight Keys to Employability

1. Personal Values

Valued workers:

- Are honest.
- Have good self-esteem and positive self image.
- Have personal and career goals.
- Demonstrate emotional stability.
- Exhibit a good attitude.
- Are self-motivated.
- Do not limit themselves.

2. Problem-Solving & Decision-Making Skills

Valued workers:

- Are flexible.
- Are creative and innovative.
- Can adapt to changing demands of job.
- Can plan and organize work.
- Can reason and make objective judgments.
- Keep their mind on several parts of a job at a time.

3. Interactions with Other People

Valued workers:

- Work well with peers.
- Accept authority and supervision.
- Accept constructive criticism.
- Are team players.
- Are friendly and cooperative.
- Accept assignments pleasantly.
- Are tactful.
- Accept all types of people.
- Respect the rights and property of other people.
- Have leadership qualities.

4. Communication Skills

Valued workers:

- Ask questions.
- Seek help when needed.
- Notify supervisors of absences and the reason.
- Clearly express themselves orally.
- Listen well.

5. Task-Related Skills

Valued workers:

- Complete work on time.
- Follow written, oral, and visual directions.
- Are not distracting or distractable.
- Work neatly.
- Stick with a task and keep busy.
- Are precise and meticulous.
- Care for tools and materials.
- Are accurate.
- Constantly improve their performance.

6. Maturity

Valued workers:

- Work well without supervision.
- Are reliable and dependable.
- Accept responsibility.
- Don't let their personal problems interfere with their work.
- Are always prepared for work.
- Are willing to perform extra work and work overtime.
- Show pride in their work.
- Show initiative.
- Remain calm and self-controlled.
- Accept responsibility for their own behavior.
- Demonstrate maturity in thoughts and actions.
- Are patient.
- Evaluate their own work.
- Use time wisely.
- Are assertive when necessary.
- Show self-confidence.

7. Health and Safety Habits

Valued workers:

- Observe safety rules.
- Maintain a good work pace and production rate.
- Practice good personal hygiene.
- Dress appropriately and are well groomed.
- Perform well under stress and tension.
- Have appropriate physical stamina and tolerance for their type of work.
- Are in good health.

8. Commitment to Job

Valued workers:

- Are punctual and have good attendance records.
- Observe all organization policies.
- Consider their work more than a job.
- Are interested and enthusiastic.
- Want to learn more.
- Exhibit loyalty to the organization and its employees.
- Give their best efforts consistently and strive to please.
- Show concern for their future career within the organization.

Name _____ Score _____

Determine Personal Values

If you could buy anything in the world, where would you look first to help you make a good choice? You should take a good look at yourself! The way you spend your money should be very satisfying to you. You should use money to obtain what you need and what you desire. A clear view of yourself and your values helps you to make personal choices that reflect what is most important to you.

What Are Values?

Values are big, generalized ideas of what is important to you. They can be positive, constructive ideas. Values are your guides to progress.

You are not born with values. You learn them from your family, your friends, the people around you, and from your experiences.

Values are very personal and differ for all individuals. Free time may be very important to Donald, but not to Cindy. Cindy may be willing to put in more time on her job than Donald because getting ahead is very important to her.

Despite our differences, many of us share the same values. Think of your closest friends. Don't you tend to think like they do about what is important? Everyone, of course, has many values, but certain values are more important to us than other values are. They are said to have *priority* over the others.

Even though you may not yet be sure which values have priority for you, it is helpful in looking at yourself to try to list your values.

Following are twenty generally accepted values. Check the ones that are important to you and list them in the order in which they have priority.



Functional Reading

- Interpret forms and records



Functional Writing

- Complete forms and records



General Relating

- Identify personal values/attitudes
- Teamwork/Cooperative
- Identify values/attitudes
- Identify needs/drives
- Investigate/identify personal styles



Cognitive Activities

- Apply intuitive thinking techniques



Social Studies

Application

- Investigate/apply principles of psychology
- Investigate/apply principles of sociology

Functional Social Studies

- Analyze social issues

- | | | |
|------------------------------------------------|---------------------------------------------|---------------------------------------------------|
| <input type="checkbox"/> happy family living | <input type="checkbox"/> conformity | <input type="checkbox"/> material wealth |
| <input type="checkbox"/> independence | <input type="checkbox"/> social prestige | <input type="checkbox"/> education |
| <input type="checkbox"/> respect for authority | <input type="checkbox"/> economy | <input type="checkbox"/> new experiences (change) |
| <input type="checkbox"/> religion | <input type="checkbox"/> excellence in work | <input type="checkbox"/> security |
| <input type="checkbox"/> helpfulness | <input type="checkbox"/> friendship | <input type="checkbox"/> influence |
| <input type="checkbox"/> equal rights | <input type="checkbox"/> recognition | <input type="checkbox"/> self-improvement |
| <input type="checkbox"/> physical health | <input type="checkbox"/> individuality | |

These values are most important to me:

1. _____
2. _____
3. _____
4. _____
5. _____

What values do you respect in other people?
