

LINX EDUCATIONAL INSTRUCTOR'S GUIDE

JOB SURVIVAL: KEEPING & ADVANCING IN YOUR JOB

Activity 1: LET'S GET TO WORK!

Directions: List 5 good work habits learned in the video.

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

Place a check mark next to those that you already have. Place a circle next to the ones you need to improve. Write a short-term goal for improving your work habits.

GOAL: _____

Activity 2: JUST COMMUNICATE!

Directions: Statistics show that most jobs require a great deal of communication: reading, writing, listening, handling telephones. List 4 examples of how communication is used in the workplace.

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

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Activity 3: JOB SURVIVAL ROLE PLAY

Directions: Have students work in teams of 3-5 to role play various scenarios to illustrate poor work habits; then re-play changing to good work habits. Students can select the habits they want to exhibit, and then determine who plays the roles of supervisor and employees. Have them perform their scenario before the entire group.

Bad habit suggestions: Showing up late for work, calling in "sick" but not really sick, poor telephone skills, poor teamwork skills, ignoring supervisor's instructions, poor attitude, rude or disrespectful to co-worker, etc.

Good habit suggestions: Always be on time, positive attitude, courteous telephone skills, following supervisor's instructions by asking questions to get it right, being a team-player, helping out a co-worker, etc.

Activity 4: CLIMBING THE CAREER LADDER

Directions: Have students decide a job or career they would like to have. Do research on the internet and by interviewing people in that job to learn what skills are required.

Identify the job/career: _____

List basic skills and work habits needed: _____

Write a paragraph about what it takes to advance in that career:

Activity 5: JOB ASSESSMENT

Directions: Describe at least 3 ways that employees can assess their work performance on a daily basis.

1. _____

2. _____

3. _____

ANSWER KEY

Activity 1: LET'S GET TO WORK!

Answer options:

1. Positive attitude
2. Good personal qualities (respect, honesty, reliable)
3. Follow company rules
4. Do the job
5. Communication skills
6. People skills
7. Time management
8. Technical skills

Activity 2: JUST COMMUNICATE!

Answer options:

1. Good telephone skills (courtesy, customer service, handling messages)
2. Reading and writing and interpreting memos and letters
3. Listening to supervisors, customers, and other employees
4. Interpreting what customers want

Activity 3: JOB SURVIVAL ROLE PLAY

Individual role play based on the list of habits in the activity

Activity 4: CLIMBING THE CAREER LADDER

Basic Skills:

good personal characteristics, great attitude, team player, dress appropriately, communicate well.

To Advance:

Improve job skills and work habits, accept more responsibility, exceed company expectations, assume a leadership role, dress the part for the job you want.

Activity 5: JOB ASSESSMENT

Answer options:

1. Take a look at daily work habits and for ways to improve
2. Check your attitude everyday
3. Ask how you can help others
4. Ask questions on the job
5. Use employer performance assessments as a way to improve