YOU’RE HIRED!

Activity 1:
When engaging in verbal or written communication what are the 2 things you should get across concisely?

Activity 2:
When in a meeting, list 3 ways you can be sure to pay attention.

Activity 3:
List 4 ways to sharpen your people skills.

Activity 4:
Separate into groups of 4. Allow each member of the group to describe a challenge they recently encountered. As a group, gather and analyze all the information you can about the problem. Consider various solutions and their impacts. Choose the best solution.

Activity 5:
List your strongest skills. List skills you need to work to sharpen and identify how you can improve them.
ANSWER KEY

Activity 1:

a. What is the problem/issue?
b. What is the resolution?

Activity 2:

a. Sit up straight.
b. Pay attention to what is being said and how.
c. Repeat what is said to be sure you heard correctly.

Activity 3:

a. Smile more.
b. Don’t complain.
c. Remember names.
d. Never gossip.
e. Look out for each other.
f. Be part of a team.
g. Lend a hand even when not asked.

Note to Instructor: There is no answer key for Activities 4 or 5. All answers will be individual according to the viewers experience and skills.