

## CAREER PREPAREDNESS

<b>Unit</b>	<b>Workforce Behaviors</b>	<b>Time on Task: 490 minutes</b>
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<b>Course Content Standard(s)</b>	<p>2. Understand the effect of workplace behaviors.</p> <p>a. Examine appropriate workplace behaviors, including attitude, work ethic, responsibility, dependability, punctuality, integrity, time management, effort, adherence to dress code, communication (written, verbal, and nonverbal), teamwork, and other workplace etiquette.</p> <p>b. Identify inappropriate workplace behaviors, including violence and sexual harassment and procedures for addressing such behaviors.</p> <p>c. Recognize the importance of and capitalize on diversity in the workplace.</p>
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### *College and Career Readiness Standards*

*(Teachers should select the appropriate grade span standard(s) as it pertains to reading and writing.)*

<b>Reading Standards for Literacy in Science and Technical Subjects 6-12 or Reading Standards for Literacy in History/Social Studies 6-12</b>	<b>Writing Standards for Literacy in History/Social Studies, Science, and Technical Subjects 6-12</b>	<b>Standards for Mathematical Practice</b>
1, 2, 5, 6, 7	1, 2, 4, 7, 8	

<b>Learning Objective(s)</b>	<p>The student will:</p> <ol style="list-style-type: none"> <li>1. Demonstrate appropriate workplace behaviors.</li> <li>2. Demonstrate inappropriate workplace behaviors.</li> <li>3. Explain what diversity in the workplace means.</li> </ol>
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<b>21<sup>st</sup> Century Competencies</b>	<input checked="" type="checkbox"/> Critical Thinking <input checked="" type="checkbox"/> Communication <input checked="" type="checkbox"/> Collaboration <input checked="" type="checkbox"/> Creativity <span style="float: right;">Source: Partnership for 21st Century Skills (<a href="http://www.p21.org/">www.p21.org/</a>)</span>
<b>Essential Question(s)</b>	<p>Why are appropriate workplace behaviors beneficial to employees?</p> <p>Why are appropriate workplace behaviors beneficial to employers?</p> <p>Why are inappropriate workplace behaviors not beneficial to employees and employers?</p> <p>What are procedures for addressing inappropriate workplace behaviors?</p> <p>What does diversity in the workplace look like?</p>

Content Knowledge	Suggested Instructional Activities	Suggested Materials, Equipment, and Technology Resources
<p>I. Workplace Behaviors</p> <p>a. Appropriate</p> <p>b. Inappropriate</p>	<p>Watch the video clip <a href="http://www.youtube.com/watch?v=unHIRoVCv6w">http://www.youtube.com/watch?v=unHIRoVCv6w</a> This short three minute clip shows four children in a business office, one acting like a child and what happens.</p> <p>Ask students to identify the different ways that were childish. (Calling the boss names, putting another worker in an awkward relationship situation, directly interfering with a worker’s ability to do their work, etc.).</p> <p>Have students take a pre-quiz on workplace behaviors. Both the quiz and answers can be found at and are in word format.</p> <p>Students read the article on <a href="#">dealing with five characteristics of the ideal employee</a>. These include:</p> <ul style="list-style-type: none"> <li>Dependability</li> <li>Honesty &amp; Integrity</li> <li>Positive, Proactive Attitude</li> <li>Willing to Work</li> <li>Uses Down Time Productively</li> </ul> <p>Divide students in five teams, give each team a characteristic, and have each team develop a short skit on their characteristic. Then have students perform skits for the class.</p> <p>Have students read “Appearance Matters!” and “Work Relationships” both brochures from Alabama Cooperative</p>	<p>Internet access to show video clip from <b>youtube</b> clip</p> <p>Word document quiz on appropriate workplace behaviors. Focal Point Training and Consultancy Ltd v1 Dec 2011</p> <p>“Appearance Matters!” HE-768 and “Work Relationships” HE-775 brochures from Extension System, <a href="http://www.aces.edu">www.aces.edu</a></p> <p>Speakers – Men’s Warehouse</p>

	<p>Extension System.</p> <p>Speaker – Invite a representative from Men’s Warehouse to come and give their “Dress For Success” presentation.</p> <p>Students write a letter to a friend explaining to them what they have learned about appropriate behaviors at work.</p> <p>Students view portions of the PowerPoint “Ethics, Code of Conduct, Performance Expectations, EPAs, and Staff Political Activity.”</p> <p>Adapt the presentation to your class needs. These are the concepts it covers:</p> <ul style="list-style-type: none"> <li>Workplace Harassment</li> <li>Sexual Harassment</li> <li>Incivility / Bullying</li> <li>Workplace Violence</li> <li>Prejudices and Biases</li> <li>Ethics Violation.</li> </ul> <p>The presentation which is from Long Beach Job Corps is a training presentation which also includes activities.</p> <p>Using the quiz that was given at the beginning of the class, students discuss the correct answers and determine what new things they have learned.</p> <p>Students create a voicethread, PowerPoint, glogster, or poster presentation which can be used with their peers in a job readiness program.</p>	<p>Power Point Presentation</p> <p>Supplies for presentation</p>
<p>II. Diversity in the Workplace</p>	<p>Diversity issues are related to race, gender, age, disabilities,</p>	<p>Whiteboard or sheets hung around the room.</p>

	<p>religion, job title, physical appearance, sexual orientation, nationality, multiculturalism, competency, training, experience, and personal habits. Have students brainstorm and create lists under each heading to define what each category looks like.</p> <p>Students research laws protecting diversity in the workplace. After researching, set up a mock debate or a mock trial using these laws as a basis for the debate/trial.</p>	
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<b>Assessment of Learning</b>	<p style="text-align: center;"><b>Formative Assessments (AQTs 2.8)</b></p> <ul style="list-style-type: none"> <li>• Quiz on Workplace Behaviors</li> <li>• Research on Diversity Laws</li> </ul>	<p style="text-align: center;"><b>Summative Assessments (AQTs 2.9)</b></p> <ul style="list-style-type: none"> <li>• Letter To A Friend</li> <li>• Presentation on Appropriate vs. Inappropriate Workplace Behaviors</li> </ul>
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<b>Sample Career Options</b>	Human Resource Officer, Lawyer, Paralegal, Judge, Counselor
<b>Online Experience</b>	Does this lesson address the required online experience? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please indicate length of time in minutes. Thirty minutes
<b>Unit/Course CTSO Activity</b> <i>(if applicable)</i>	

<b>Culminating Product</b>	Workplace Behaviors Presentation
<b>Course/Program Credential(s):</b> <input type="checkbox"/> Credential <input type="checkbox"/> Certificate <input type="checkbox"/> Other: (no credential available at this time.)	