## CAREER PREPAREDNESS

<table>
<thead>
<tr>
<th>Unit</th>
<th>Workforce Behaviors</th>
<th>Time on Task: 490 minutes</th>
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| **Course Content Standard(s)** | 2. Understand the effect of workplace behaviors.  
   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.  
   b. Identify inappropriate workplace behaviors, including violence and sexual harassment and procedures for addressing such behaviors.  
   c. Recognize the importance of and capitalize on diversity in the workplace. | |

### College and Career Readiness Standards

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

<table>
<thead>
<tr>
<th>Reading Standards for Literacy in Science and Technical Subjects 6-12 or Reading Standards for Literacy in History/Social Studies 6-12</th>
<th>Writing Standards for Literacy in History/Social Studies, Science, and Technical Subjects 6-12</th>
<th>Standards for Mathematical Practice</th>
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<tbody>
<tr>
<td>1, 2, 5, 6, 7</td>
<td>1, 2, 4, 7, 8</td>
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### Learning Objective(s)

The student will:
1. Demonstrate appropriate workplace behaviors.
2. Demonstrate inappropriate workplace behaviors.
3. Explain what diversity in the workplace means.

### 21st Century Competencies

- **Critical Thinking**
- **Communication**
- **Collaboration**
- **Creativity**


### Essential Question(s)

- Why are appropriate workplace behaviors beneficial to employees?
- Why are appropriate workplace behaviors beneficial to employers?
- Why are inappropriate workplace behaviors not beneficial to employees and employers?
- What are procedures for addressing inappropriate workplace behaviors?
- What does diversity in the workplace look like?
## Content Knowledge

<table>
<thead>
<tr>
<th>I. Workplace Behaviors</th>
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<tbody>
<tr>
<td>a. Appropriate</td>
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<tr>
<td>b. Inappropriate</td>
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## Suggested Instructional Activities

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<td>b. Inappropriate</td>
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- Watch the video clip [http://www.youtube.com/watch?v=unHlRoVCv6w](http://www.youtube.com/watch?v=unHlRoVCv6w) This short three minute clip shows four children in a business office, one acting like a child and what happens.

- 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.).

- Have students take a pre-quiz on workplace behaviors. Both the quiz and answers can be found at [http://focalpointtraining.com/management-development/Appropriate-Workplace-Behaviour-Quiz](http://focalpointtraining.com/management-development/Appropriate-Workplace-Behaviour-Quiz) and are in word format.

- Students read the article on [http://pattyinglishms.hubpages.com/hub/Top_5_Characteristics](http://pattyinglishms.hubpages.com/hub/Top_5_Characteristics) dealing with five characteristics of the ideal employee. These include:
  - Dependability
  - Honesty & Integrity
  - Positive, Proactive Attitude
  - Willing to Work
  - Uses Down Time Productively

- 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.

- Have students read “Appearance Matters!” and “Work Relationships” both brochures from Alabama Cooperative

## Suggested Materials, Equipment, and Technology Resources

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- Internet access to show video clip from [youtube](http://www.youtube.com)

- Word document quiz on appropriate workplace behaviors. Focal Point Training and Consultancy Ltd v1 Dec 2011

- Copies of the article [http://pattyinglishms.hubpages.com/hub/Top_5_Characteristics](http://pattyinglishms.hubpages.com/hub/Top_5_Characteristics) or access to the Internet.

- “Appearance Matters!” HE-768 and “Work Relationships” HE-775 brochures from Extension System, [www.aces.edu](http://www.aces.edu)

- Speakers – Men’s Warehouse
| **II. Diversity in the Workplace** | **Diversity issues are related to race, gender, age, disabilities,** | **Whiteboard or sheets hung around the room.** |

Extension System.

Speaker – Invite a representative from Men’s Warehouse to come and give their “Dress For Success” presentation.

Students write a letter to a friend explaining to them what they have learned about appropriate behaviors at work.

Students view portions of the PowerPoint “Ethics, Code of Conduct, Performance Expectations, EPAs, and Staff Political Activity.” This presentation can be found at [http://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=2&ved=0CDkQFjAB&url=http%3A%2F%2Fwww.odlemanagement.com%2Fincludes%2FHarassment-discrimination%2520ethics%2520presentation--LBJCC.ppt&ei=AGieUdiFO43m8QTqv4E4&usg=AFQjCNHF0XAGqIx4wh6lxo8c_TCEobK8GQ&sig2=9HtJ4LAZc_v1263Fk9JNcg&bvm=bv.46865395,d.eWU](http://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=2&ved=0CDkQFjAB&url=http%3A%2F%2Fwww.odlemanagement.com%2Fincludes%2FHarassment-discrimination%2520ethics%2520presentation--LBJCC.ppt&ei=AGieUdiFO43m8QTqv4E4&usg=AFQjCNHF0XAGqIx4wh6lxo8c_TCEobK8GQ&sig2=9HtJ4LAZc_v1263Fk9JNcg&bvm=bv.46865395,d.eWU) Adapt the presentation to your class needs. These are the concepts it covers:

- Workplace Harassment
- Sexual Harassment
- Incivility / Bullying
- Workplace Violence
- Prejudices and Biases
- Ethics Violation.

The presentation which is from Long Beach Job Corps is a training presentation which also includes activities.

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.

Students create a voicethread, PowerPoint, glogster, or poster presentation which can be used with their peers in a job readiness program.
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.

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.

Internet access http://www.successlink.org/gti//lesson_unit-viewer.asp?lid=3305

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<th>Assessment of Learning</th>
<th>Formative Assessments (AQTS 2.8)</th>
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<tbody>
<tr>
<td></td>
<td>• Quiz on Workplace Behaviors</td>
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<td>• Research on Diversity Laws</td>
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<tr>
<th>Summative Assessments (AQTS 2.9)</th>
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<tr>
<td>• Letter To A Friend</td>
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<tr>
<td>• Presentation on Appropriate vs. Inappropriate Workplace Behaviors</td>
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Sample Career Options
Human Resource Officer, Lawyer, Paralegal, Judge, Counselor

Online Experience
Does this lesson address the required online experience? ☒ Yes ☐ No
If yes, please indicate length of time in minutes. Thirty minutes

Unit/Course CTSO Activity (if applicable)

Culminating Product
Workplace Behaviors Presentation

Course/Program Credential(s): ☐ Credential ☐ Certificate ☐ Other: (no credential available at this time.)