

## Module: Workplace Skills

**Topic:** Identifying Personal Workplace Qualities

**Competency:** Students will:

- Demonstrate employability skills such as working on a team, problem-solving and organizational skills.
- Demonstrate personal qualities that are needed to be successful in the workplace.

**Length:** One to Two class periods (1 if video is not used)

**Objectives:**

- Students will identify and explain positive personal qualities and characteristics found in a desirable employee.
- Students will practice teamwork skills to complete a project.

**Materials:**

- Video "Ready for work: qualities that count with Employers" (Human Relations Media) (note – video stresses motivation, initiative, willingness and good attitudes. For more information go to [http://www.hrmvideo.com/items.cfm?action=view&item\\_id=1961&type=&search\\_keywords=](http://www.hrmvideo.com/items.cfm?action=view&item_id=1961&type=&search_keywords=)
- "Inspiration" computer software
- Poster-making materials: scissors, glue sticks, poster board, markers, old magazines, masking tape

**Description of Activity:**

- 1) View video. Afterwards, using "Rapidfire" section of Inspiration program, have students give as many positive qualities of an employee that they can name. (I type these in and project them on my SmartBoard.) Discuss the quality and why it is important.
- 2) Divide the class into groups of 3 or 4 students and assign the poster project. They are to label the poster "A Good Employee is: . . ." They cut out pictures from the old magazines finding 10 pictures that represent positive traits or characteristics desired in employees, and label each quality. The trick is that they *may not* use pictures of people to represent these--or people may only be used in a very limited way: for instance, they must be showing a quality that demonstrates the trait. (They cannot cut a picture of a well-dressed person and label it "responsible.") I give them the example that "a good employee is loyal" and ask them "what is the most loyal thing you can think of"? Of course they answer "a dog." Some examples used in the past are: Tupperware containers or bookcases for "organized;" watches or clocks for "punctual," a group of cats boosting one up to reach the food for "is a team player," etc.
- 3) The posters are completed on Day 2 and each group stands in front of the class explaining the work skills their group depicted.
- 4) At the conclusion of the period, pass out four strips of masking tape to each group, have them make tape loops and display them around the room.

**Evaluation:**

Students are able to describe personal qualities and skills that employers want their employees to possess.  
Students demonstrate skills in teamwork and communication.

**Lesson plan contributed by:**

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