

Module 4

Entering the Work Place

What new things would I learn if I worked at...



Walmart?

What new things would I learn if I worked at...



a restaurant?

Lesson 1

What new things would I learn if I worked at...



a mall?

Lesson 1

What new things would I learn if I worked at...



a grocery store?

Lesson 1

What new things would I learn if I worked at...



a hotel?

Lesson 1

What new things would I learn if I worked at...



a hospital?

Lesson 1

What new things would I learn if I worked at...



a mechanics shop?

Lesson 1

What new things would I learn if I worked at...



a park?

Lesson 1

What new things would I learn if I worked at...

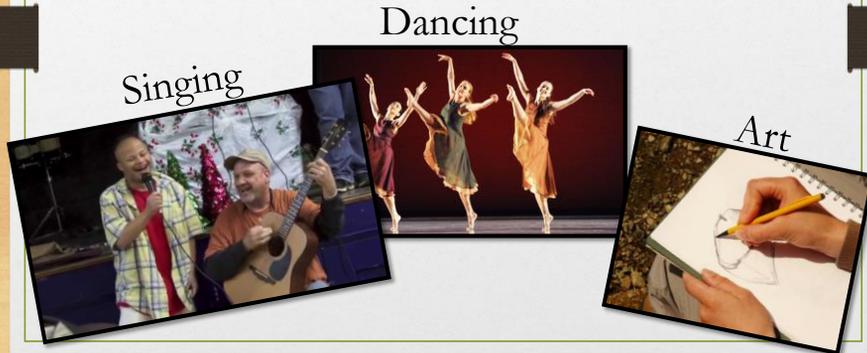


a landscaping company?

Lesson 1

What is a personal skill?

A personal skill is something that you can do well in an area of interest. Here are some examples:



Lesson 2

What is a work-related skill?

A work-related skill is something you do well that will help you do your job better. Here are some examples:



Lesson 2

My 30 Second Commercial:

My 30 Second Commercial

It's time to advertise YOURSELF. Fill in the blanks below to tell others what you have to offer.



Hi! My name is Amber Lee Johnson.
 You've never met anyone like me! I am friendly,
hardworking, and responsible.
 You can count on me to complete any task to
the best of my ability.
 If you're looking for someone who will take their
job seriously and be at work on time every day,
 than I'm the one for you!

Lesson 2

My Recommendations:

Name/Relationship	Recommendation Quote:
Karen Smith/ neighbor	Amber is very friendly to everyone she meets.
Robert Tomlin/ family pastor	Amber does a great job assisting our Sunday School program.
James Harper/ former teacher	Amber is a hard-worker. She takes her time to make sure a task is done correctly.

Lesson 2

Expectations



We all have expectations of the people in our lives. We expect people to keep their promises. We expect people to do the right thing. We expect people to finish what they've started. When people meet our expectations, it's like hitting the dart right in the bullseye! If people don't meet our expectation, they've missed the target.

Lesson 3

Employers and Employees

An **employer** is the person in charge of the business. He or she makes important decisions about the business and the people who work there. The employer is the boss.



An **employee** is the person hired to complete a certain job. He or she is assigned specific tasks that help the business run smoothly. The employee is the worker.

Lesson 3

What will my employer expect of me?

Arrive at Work On-Time



Think About It →

- If you are expected to begin working at 9:00am, do you think your employer would like it if you were just walking in the door at 9:00am?
- Pretend you take the bus to work. What should you do if your bus is running behind schedule?

Lesson 3

What will my employer expect of me?

Regular Attendance

Think About It →

When you get a job, it is expected that you will be there. There are few reasons to miss a day of work.

Acceptable Reasons to Miss Work:

- I have the flu or an infection
- My child is ill and I have to care from him/her
- I was in a car accident on the way to work
- There was a death in my family
- It's a religious holiday for me

Unacceptable Reasons to Miss Work:

- My sister asked me to watch her children
- I had an argument with someone and I'm too upset to work
- I needed to get new glasses
- I wanted to visit a friend
- I'm too tired

Lesson 3

What will my employer expect of me?

Dress Appropriately

Think About It →

- Some jobs have specific uniforms to wear while working. It is expected that you will wear this uniform EVERY time you work.
- If your job does not require uniforms, then you should check with your employer for what is allowed and what is not allowed.



Lesson 3

What will my employer expect of me?

Have a Positive Attitude

Think About It →

- How can you show a positive attitude even when you're asked to do something you don't want to.
- How does showing a positive attitude make you look good to your employer?



Lesson 3

What will my employer expect of me?

Have a Good Work Ethic

Think About It →

Work ethic means that you give 100% effort in what you do. You do each task correctly and completely.

- What should you do if your co-workers don't believe it's important to do the job correctly when the employer isn't around?



Lesson 3

What will my employer expect of me?

Act Professionally

Think About It →

To act professionally means that you don't let your emotions control your behavior.

- Pretend you had a bad morning before arriving at work. How should you act while working?
- How should you act if your co-workers start goofing off?



Lesson 3

What will my employer expect of me?

Works Well With Others

Think About It →

- Pretend you are asked to work with someone you don't get along with. How can you still meet your employers expectations to work well with that person?

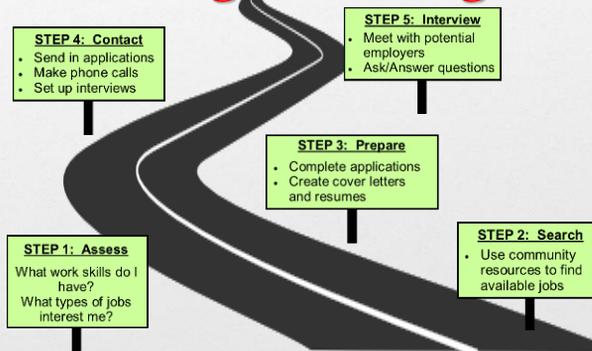


Lesson 3

The Pathway to a Job



Begin Working!



Lesson 4

Resources to Help Me Find a Job



Lesson 4

Resources to Help Me Find a Job

People I Know

Talk with your family and friends. Ask them where they work and whether or not their company is hiring.



Employers like to hire people that have connections to their company and comes with a good recommendation from someone the employer already knows and trusts, like a current employee.

Lesson 4

Resources to Help Me Find a Job

Newspaper “Help Wanted” Ads



Companies and businesses will often post a listing in the local newspapers looking for potential employees.

Check the newspapers often to stay up-to-date with any new jobs that become available in your community.

Lesson 4

Resources to Help Me Find a Job

Job Search Websites



Many companies are now posting their job availabilities on-line.

Click on the three sites below to explore some job search websites:



MONSTER

indeed

Lesson 4

Resources to Help Me Find a Job

Community Search



Some business will post signs in the windows of their buildings to let their community know they are looking for help.

In these cases, you can often find out more information by going inside the building and asking more information.

Lesson 4

The Pathway to a Job



Begin Working!

STEP 4: Contact

- Send in applications
- Make phone calls
- Set up interviews

STEP 5: Interview

- Meet with potential employers
- Ask/Answer questions

STEP 3: Prepare

- Complete applications
- Create cover letters and resumes

STEP 1: Assess

What work skills do I have?
What types of jobs interest me?

STEP 2: Search

- Use community resources to find available jobs

Lesson 5

What's the first thing you think or feel when you see...



Lesson 6

What's the first thing you think or feel when you see...



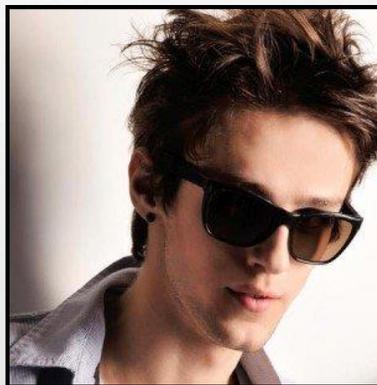
Lesson 6

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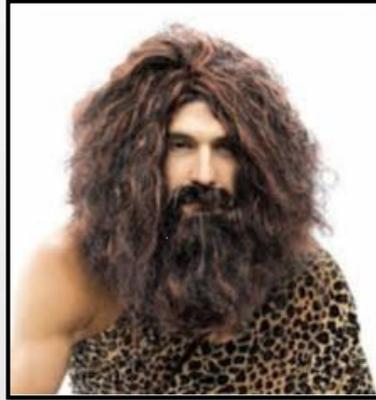
Lesson 6

What's the first thing you think or feel when you see...



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Lesson 6

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Lesson 6

Creating First Impressions

First impressions are the first thoughts and feelings you have about someone or something.

You usually don't know much about the person or thing before making your first impressions.

Lesson 6

Your First Impression: Your Resume



A **resume** is a summary of your skills and abilities

Employers will read a resume to decide if an applicant is a good match for a job.

Your resume will be the first impression that you make on an employer.

Lesson 6

The Pathway to a Job



Begin Working!

STEP 4: Contact

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What work skills do I have?
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STEP 2: Search

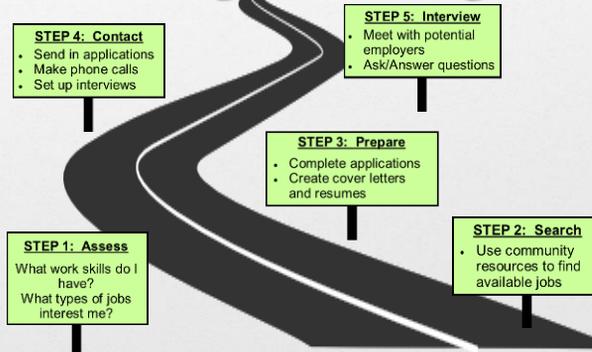
- Use community resources to find available jobs

Lesson 6

The Pathway to a Job



Begin Working!



Lesson 7

Preparing for the Interview

An **interview** is a “getting to know you” meeting between the employer and the applicant.

In an interview, the employer will ask questions to see if the applicant would be a good fit for their company.



Lesson 7

Preparing for the Interview



trimmed haircut

clean shaved

warm smile

formal dress

prepared

Lesson 7

Dressing for Success



Lesson 7

Common Interview Questions:



Why do you want to work for this company?
Why are you interested in this job?

Lesson 7

Common Interview Questions:



Tell me about yourself.
Why should we hire you?

Lesson 7

Common Interview Questions:



How well do you work under pressure?

Lesson 7

Common Interview Questions:



What do you feel are your greatest strengths?

Lesson 7

Common Interview Questions:



What five words would best describe you?

Lesson 7

Common Interview Questions:



Are you a team player?

Lesson 7

Common Interview Questions:



What specific goals do you have for your life?

Lesson 7

Common Interview Questions:



What are your weaknesses or areas you would like to improve?

Lesson 7

Avocados and Advocacy



Lesson 8

What is self-advocacy?

Self Advocacy is when you speak up for your own needs.



Lesson 8

What is self-advocacy?

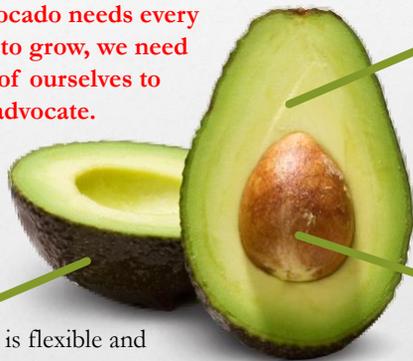
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Lesson 8

Avocados and Advocacy

Just like an avocado needs every part of itself to grow, we need every part of ourselves to self-advocate.



The **outer skin** is flexible and protects the avocado.

The **inside flesh** is soft and can be easily damaged, like our emotions.

The **core** is hard and strong and provides the avocado with nutrients.

Lesson 8

Disclosure: Who To Tell and What to Say

Click on the image below to view video clip



Lesson 8

What do you think of when you see a school?

SCHOOL



Lesson 9