



ENTERING THE WORKPLACE

UNIT 6

Preparing for the Workplace

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



Walmart?

Preparing for the Workplace

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



a restaurant?

Preparing for the Workplace

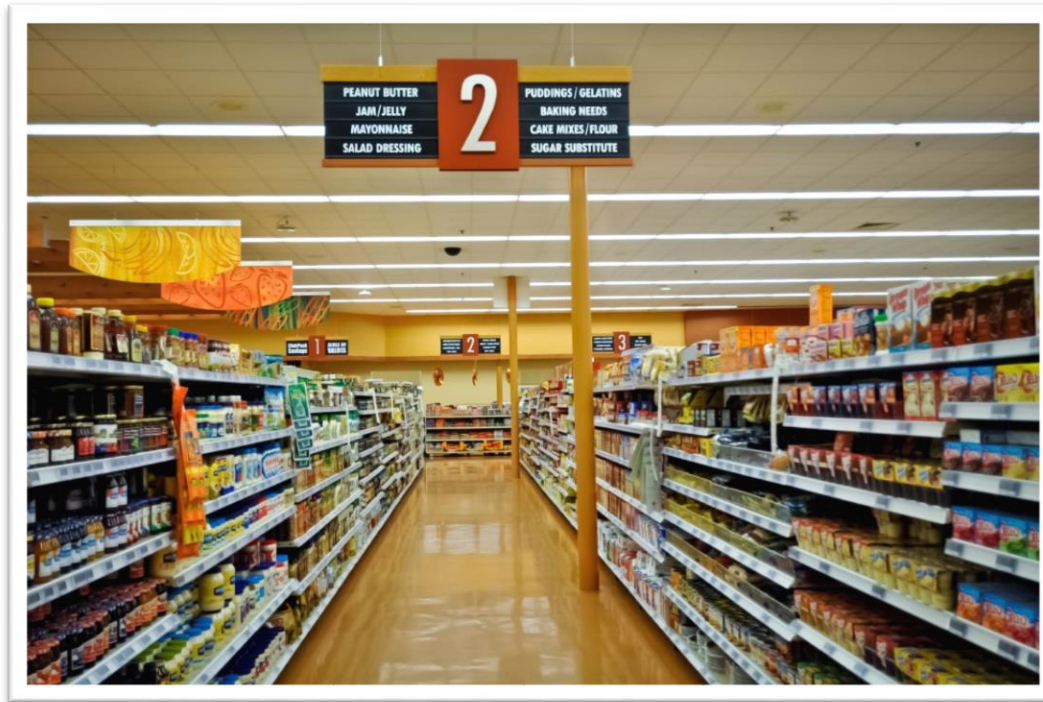
What new things would I learn if I worked at...



a mall?

Preparing for the Workplace

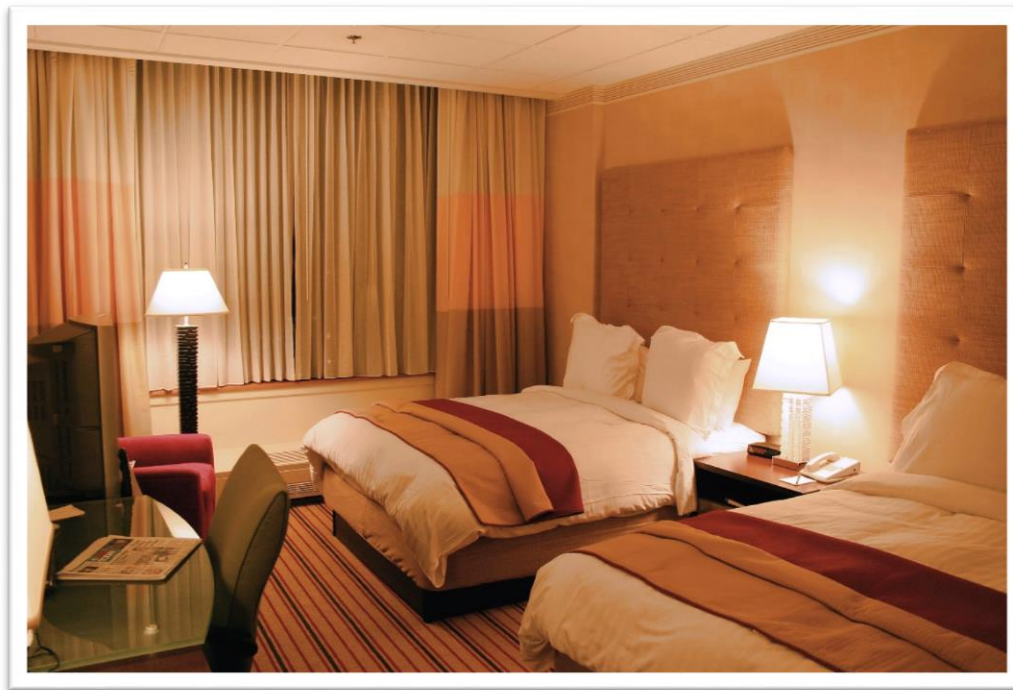
What new things would I learn if I worked at...



a grocery store?

Preparing for the Workplace

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



a hotel?

Preparing for the Workplace

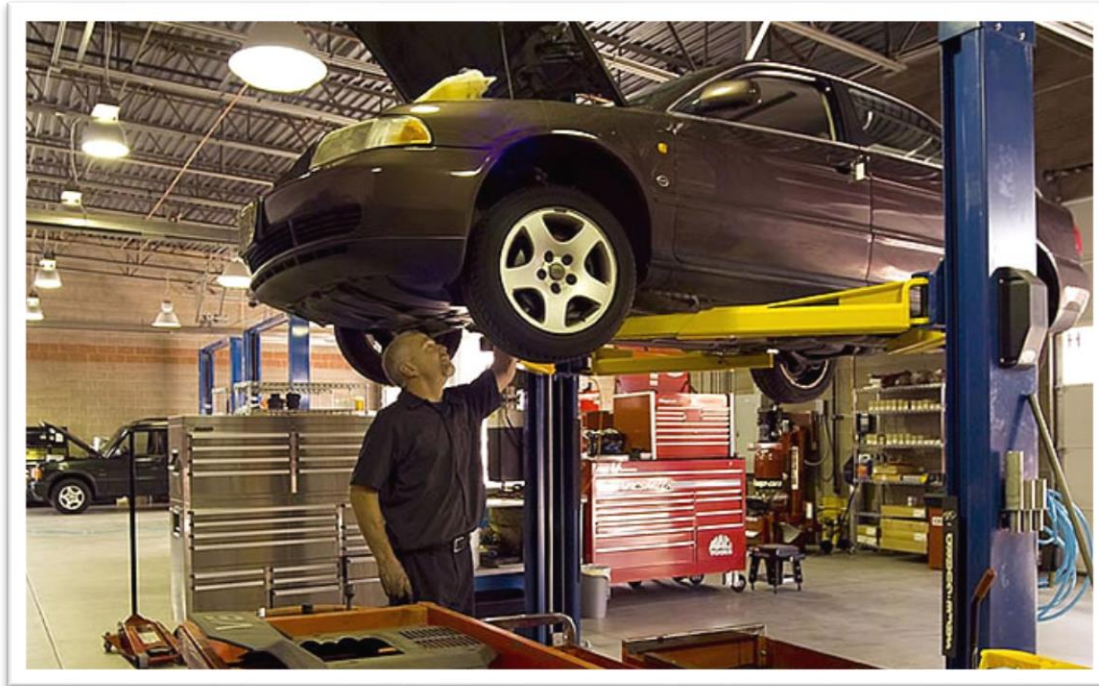
What new things would I learn if I worked at...



a hospital?

Preparing for the Workplace

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



a mechanics shop?

Preparing for the Workplace

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



a park?

Preparing for the Workplace

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



a landscaping company?

Understanding Employer Expectations

Professionalism means that you have the skill, good judgment, and polite behavior that is expected of a person who is trained to do a job well.

PROFESSIONALS HAVE:

A Positive
ATTITUDE



An Appropriate
APPEARANCE



Great
ATTENDANCE



Understanding Employer Expectations

What's the **professional**
thing to do?



You were having a
difficult morning
and you missed the
bus for work.

Understanding Employer Expectations

What's the **professional**
thing to do?



You desperately
need to take a
bathroom break,
but it's not your
time for a break.

Understanding Employer Expectations

What's the **professional**
thing to do?

Your sister drives
you to work and
her car constantly
breaks down.



Understanding Employer Expectations

What's the **professional**
thing to do?

You are exhausted
from problems at
home and are not
always feeling
focused at work.



Understanding Employer Expectations

What's the **professional** thing to do?

You and your doctor are working on identifying the best medication for you, but in the meantime you are having side effects that interfere with your concentration.



Understanding Employer Expectations

What's the **professional**
thing to do?



**A customer is
really giving you
a hard time.**

Understanding Employer Expectations

What's the **professional**
thing to do?



A co-worker is
really annoying.

Understanding Employer Expectations

What's the **professional**
thing to do?



Your supervisor
is always
pressuring
everyone.

Understanding Employer Expectations

What's the **professional**
thing to do?



Your uniform
has a food stain
on it.

Understanding Employer Expectations

What's the **professional**
thing to do?



Your coworkers
are gossiping and
not working. You
are very
interested in what
they are saying.

Understanding Employer Expectations

What's the **professional**
thing to do?



Your supervisor is
constantly piling
on more work.

Understanding Employer Expectations

What's the **professional**
thing to do?

You need to leave work on time in order to catch your regular bus, but the relief staff is late and the next bus will be an hour later.



Understanding Employer Expectations

Setting Expectations:

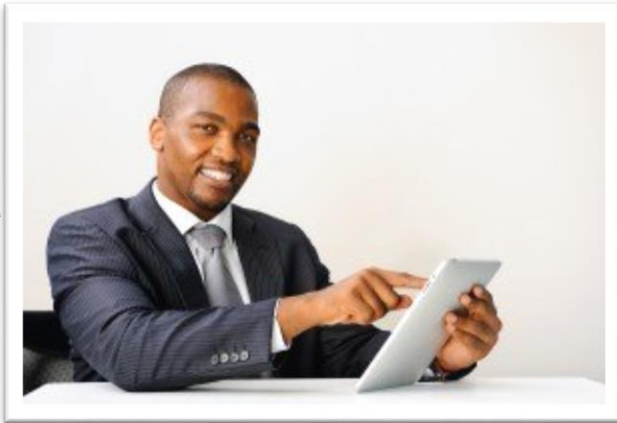


We all have expectations of the people in our lives. We expect people to keep their promises. We expect people to do the right thing. We expect people to finish what they've started. When people meet our expectations, it's like hitting the dart right in the bullseye! If people don't meet our expectation,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

Understanding Employer Expectations

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.

Understanding Employer Expectations

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?

Understanding Employer Expectations

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.

Understanding Employer Expectations

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.



Understanding Employer Expectations

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?



Understanding Employer Expectations

What will my employer expect of me?



have 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 coworkers don't believe it's important to do the job correctly when the employer isn't around?



Understanding Employer Expectations

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 coworkers start goofing off?



Understanding Employer Expectations

What will my employer expect of me?

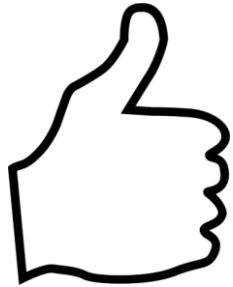
 works well with others

Think About It →

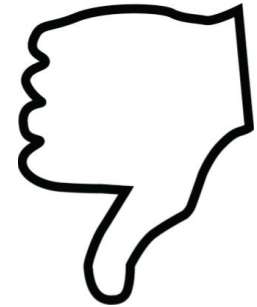
- Pretend you are asked to work with someone you don't get along with. How can you still meet your employer's expectations to work well with that person?



Preparing for Emergencies and Unexpected Events

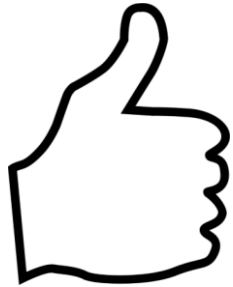


OK? or NOT OK?



I have the flu or an
infection.

Preparing for Emergencies and Unexpected Events

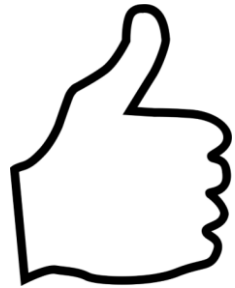


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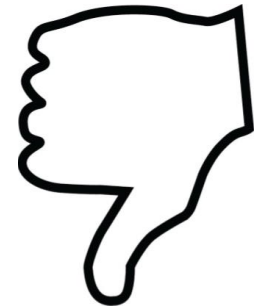


**My sister asked me to
watch her children.**

Preparing for Emergencies and Unexpected Events

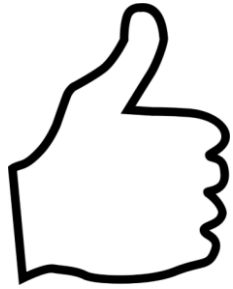


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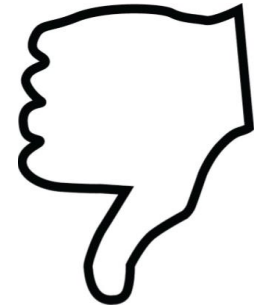


I had an argument with someone and I'm too upset to work.

Preparing for Emergencies and Unexpected Events

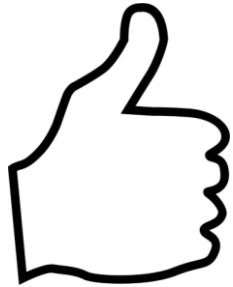


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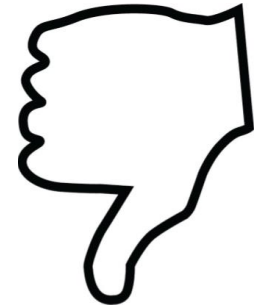


I was in a car accident on
the way to work.

Preparing for Emergencies and Unexpected Events

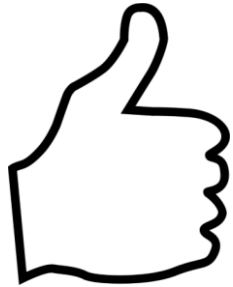


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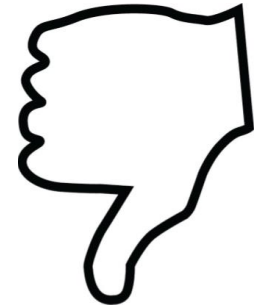


I need to get new glasses.

Preparing for Emergencies and Unexpected Events

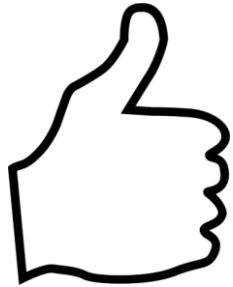


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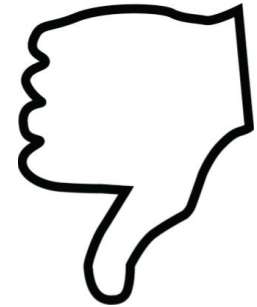


There was a death
in the family.

Preparing for Emergencies and Unexpected Events

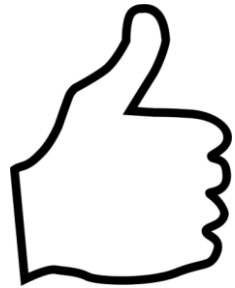


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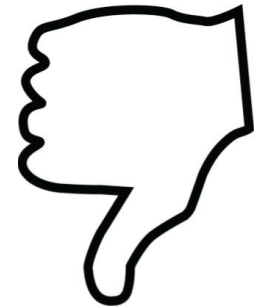


It's a religious holiday
for me.

Preparing for Emergencies and Unexpected Events



OK? or NOT OK?

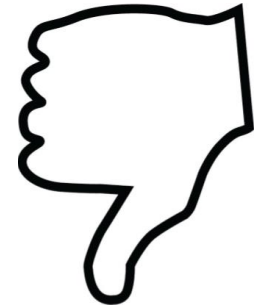


I wanted to visit a friend.

Preparing for Emergencies and Unexpected Events



OK? or NOT OK?



I didn't sleep well
last night.

Preparing for Emergencies and Unexpected Events



**You are on
your way to
work and you
get a flat tire.**

Preparing for Emergencies and Unexpected Events



During the night the power went out and reset your clocks. Your alarm clock didn't go off properly and now you're late for work.

Preparing for Emergencies and Unexpected Events



Over the weekend you were playing basketball and fell and sprained your wrist.

Preparing for Emergencies and Unexpected Events

You are on your way to work when you see an accident up ahead. Traffic comes to a complete stop.



Safety in the Workplace

What is a safety hazard?

A safety hazard is anything that could potentially cause harm or damage.

Examples:



Safety in the Workplace



Safety in the Workplace

Can you spot the safety hazards?



Safety in the Workplace

Can you spot the safety hazards?



Safety in the Workplace

Can you spot the safety hazards?



Safety in the Workplace

Can you spot the safety hazards?



Safety in the Workplace

Can you spot the safety hazards?

