



High School

National FFA Organization

Lesson HS.39

KEEPING A JOB

Unit. Stage One of Development—ME

Problem Area. How Do I Begin to Grow?

Precepts. I5 Demonstrate exemplary employability skills.

National Standards. NSS-C.9-12.2 — Foundations of the Political System — What are the distinctive characteristics of American Society?



Student Learning Objectives. As a result of this lesson, the student will ...

- 1 List and explain employability skills of a valuable employee.
- 2 List 10 reasons people get fired.



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 **Time.** Instruction time for this lesson: 50 minutes (could stretch to 100 minutes).

Resources

What Work Requires of Schools: *A SCANS Report for America 2000*, *The Secretary's Commission on Achieving Necessary Skills*, U.S. Department of Labor, June 1991.

Tools, Equipment, and Supplies

- ✓ Writing surface
- ✓ Overhead projector or visual presenter
- ✓ HS.39.Test.A—one per student
- ✓ HS.39.TM.A
- ✓ HS.39.TM.B

 **Key Terms.** The following terms are presented in this lesson and appear in bold italics:

- ▶ SCANS
- ▶ Responsibility
- ▶ Self-management
- ▶ Sociability
- ▶ Self-Management
- ▶ Integrity/Honesty

Interest Approach

Discuss a couple sports stars such as Michael Jordan and Joe Montana. Ask the students what makes them valuable to the team. Use someone from your area that the students will be able to identify with.

 What made Michael Jordan valuable to the Chicago Bulls NBA team?

You will probably get answers like because he could fly, he could slam the ball, he was a great shooter, and he was a great ball handler. Why else was he valuable?

 Why else was he valuable? Can anyone else think of another reason why he would be valuable to his team?

Look for answers like he was a team player. He made the other players better. He was dependable. He practiced to make himself as good as he was. Make a transition to the topic.

 How is being a member of a sports team similar to being a member of a team at work? Most situations at work require us to work with other people. Sometimes we are actually working together and other times we depend on each other to accomplish tasks that our jobs depend upon.



SUMMARY OF CONTENT AND TEACHING STRATEGIES

Objective 1. List and explain employability skills of a valuable employee.

Introduce the topic of job skills to the students. We will be focusing on the personal qualities identified in SCANS.



During your first few weeks on the job you should work to make a good impression. This impression will stay with you on the job. If you create a bad impression during your first few days or weeks on the job it will be hard to overcome this impression. Some people may have already made up their mind about you. This first impression can include things like how you dress, your friendliness, and your willingness to work.

SCANS, a commission established by the US . Department of Labor developed a report on the skills that businesses want employees to possess. The skills were broken into three categories; basic skills, thinking skills, and personal skills. The personal skills are the skills that we think of as employability skills.

List the skills on the board or show HS.39.TM.A.



Let's look at the skills that the SCANS commission identified.

I. Personal Qualities Identified by **SCANS**

- A. **Responsibility**
- B. **Self-Esteem**
- C. **Sociability**
- D. **Self-Management**
- E. **Integrity/Honesty**

Have the students dis cuss in small groups what is meant by each of the broad skills listed.



Think about the types of actions that represent each of the SCANS skills that are listed. We will have four minutes to write down examples of each type of actions. For example, responsibility looks like showing up to work on time, etc. Write as many examples as possible of each skill area, A through E. I will alert you when it is time to move to the next skill area. Know that when we are done we will share the ideas with the group. Oh, by the way, we can break into groups of three and begin.

Remind students to give examples of each area. Also, tell students to move to each skill area after four minutes.



The following are the types of actions that the students identify:

Responsibility

- *Works to attain goals*
- *Observes safety rules*
- *Shows interest and works hard at assigned tasks*
- *Do your share of the work*
- *Pays attention to quality*
- *Be Dependable*
- *Listens to and follows directions of your supervisor*
- *Always comes to work when scheduled*
- *Arrives at work and meetings on time*
- *Completes jobs given to you*

Self-Esteem

- *Demonstrates a positive attitude*
- *Dresses appropriately for the job*
- *Keep your feelings under control*
- *Don't look for praise*

Sociability

- *Be friendly and personable to customers and coworkers*
- *Be willing to compromise*
- *Be empathetic and sympathetic to others*
- *Demonstrates good manners*
- *Practices good communication skills*
- *Positive*
- *Participates as part of the team*
- *Shows interest in other people*

Self-Management

- *Sets personal goals*
- *Be able to work without supervision*
- *Move toward accomplishing goals*
- *Stays on task*
- *Demonstrates self-control*



- *Learn new skills*

Integrity/Honesty

- *Makes ethical decisions*
- *Take responsibility for mistakes*
- *Tell the truth*
- *Understand right from wrong*
- *Be Loyal to the company*
- *Avoids gossiping*
- *Don't steal anything-not even small items*

When the groups have completed discussing the five skills have them report the actions that they came up with. Write the actions and ideas on the board or overhead transparency.



It is time to come back as a group. We are going to take each action and write the ideas and actions on the board (or overhead). Each group will give an idea and we will go around the room until we have our ideas written down.

Look for the same types of actions as the ones listed above.

Objective 2. List 10 reasons people get fired.



If there are good things to do at work to remain hired, there are also things that we could do that will most likely get us fired. Let's take a peek into those reasons...

Have the students turn to their neighbor and come up with 10 reasons they think most people get fired.



Most of the time people get fired for personal behaviors. Turn to your neighbor and the two of you should come up with the Top 10 reasons you think most people get fired. Make a list. Begin.

Share the list on HS.39.TM.B. Have them compare their lists with the list you are presenting.



Now that you and your partner have created a list let's compare it to another list.

II. Reasons People Get Fired

- Poor attitude about the job
- Not being punctual
- Not coming to work
- Not following instructions
- Alcohol or drug abuse
- Poor attitude toward supervisor
- Laziness
- Not following company rules



- I. Complaining all the time
- J. Not being truthful
- K. Poor attitude toward coworkers and customers
- L. Poor grooming or dress

Continue to discuss the things that cause people to get fired. Determine which ones the class think are the five most important things.



As we compare the reasons people get fired from this list and your lists, let's determine which we think are the five most important reasons. We will try to come to consensus on which is the most important.

Put check marks by the ones that you agree upon. Have the students write down the top five on a sheet of paper.



Now that we have identified our top five reasons write them down on a sheet of paper to keep in your notebook.

When the students have finished writing down the top five reasons, have the students turn to their neighbor and take turns doing a Marcel Marceau Moment to review the top reasons.



Turn to your neighbor and take turns coming up with a *Marcel Marceau Moment* for each of the top reasons. Create a mime motion to illustrate the concept.

After the groups are done have them focus back to the front. Ask if anyone would like to demonstrate one of their Marcel Marceau Moments.



Who would like to show us one of their Marcel Marceau Moments?

See if the other students can guess the concept that is being illustrated.



What are they showing in the example? Who else would like to demonstrate a moment?

Continue around the room until you have covered all of the reasons to be fired.



Review/Summary

Use a Bob the Weather Guy Moment to "forecast" good and bad times at work based on the SCANS personal skill and reasons to be fired.



Application

► Extended Classroom Activity:

Have students interview a businessperson to find out what skills they feel are important to their business. Have them bring back the results of each interview and combine the results.



► FFA Activity:

Skills that make you a good employee also make you a good member in a group. Are the students demonstrating these skills in their involvement in the FFA chapter? Have students list ten skills that make them a better member of their FFA chapter.

► SAE Activity:

Have students think about the skills discussed in this lesson and relate them to their SAE. Are they exhibiting the skills needed to keep a job in their current work situation? Do they exhibit them at school?

Use or create an employee performance evaluation to use twice a year on SAE placement visits.

✓ Evaluation

A written test HS.39.Test.A is provided to measure objectives 1 and 2.

Answers to Assessment:

1. The answers below should be the five employability skills. Suggested answers for the three actions are listed below the five employability skills. Answers will vary.
 - A. Responsibility
 - B. Self-Esteem
 - C. Sociability
 - D. Self-Management
 - E. Integrity/Honesty

Responsibility

- Works to attain goals
- Observes safety rules
- Shows interest and works hard at assigned tasks
- Do your share of the work
- Pay attention to quality
- Be Dependable
- Listen to and follows directions of your supervisor
- Always Comes to work when scheduled
- Arrives at work and meetings on time
- Complete jobs given to you

Self-Esteem

- Demonstrates a positive attitude
- Dress appropriately for the job



- Keep your feelings under control
- Don't look for praise

Sociability

- Be friendly and personable to customers and coworkers
- Be willing to compromise
- Be empathetic and sympathetic to others
- Demonstrates good manners
- Practice good communication skills
- Be Positive
- Participate as part of the team
- Show interest in other people

Self-Management

- Set personal goals
- Be able to work without supervision
- Move toward accomplishing goals
- Stay on task
- Demonstrate self-control
- Learn new skills

Integrity/Honesty

- Make ethical decisions
- Take responsibility for mistakes
- Tell the truth
- Understands right from wrong
- Be loyal to the company
- Avoid gossiping
- Don't steal anything

2. Answers will vary according to the list you developed in class. Refer to your list for the ten reasons people get fired.



KEEPING A JOB

Answer the questions in the space provided.

1. Identify the five employability skills of a valuable employee. Then describe three actions that would help you identify a person with that skill.

A.

- 1.
- 2.
- 3.

B.

- 1.
- 2.
- 3.

C.

- 1.
- 2.
- 3.

D.

- 1.
- 2.
- 3.

E.

- 1.
- 2.
- 3.

2. List the 10 reasons that get people fired.

A.

B.

C.

D.

E.

F.

G.

H.

I.

J.



PERSONAL QUALITIES IDENTIFIED BY SCANS

- ◆ **Responsibility**
- ◆ **Self-Esteem**
- ◆ **Sociability**
- ◆ **Self-Management**
- ◆ **Integrity/Honesty**



REASONS PEOPLE GET FIRED

- ◆ **Poor attitude about the job**
- ◆ **Not being punctual**
- ◆ **Not coming to work**
- ◆ **Not following instructions**
- ◆ **Alcohol or drug abuse**
- ◆ **Poor attitude toward supervisor**
- ◆ **Laziness**
- ◆ **Not following company rules**
- ◆ **Complaining all the time**
- ◆ **Not being truthful**
- ◆ **Poor attitude toward coworkers and customers**
- ◆ **Poor grooming or dress**

