

# Workplace Readiness Skills for the Commonwealth Grades 1 – 2 School

## Personal Qualities and People Skills

1. **Positive Work Ethic:** Comes to work every day on time, is willing to take direction, and is motivated to accomplish the task at hand

**Objective:** The student will follow directions and a daily schedule to complete time sensitive, school based tasks.

### **Activities:**

1. Use a visual classroom schedule to coordinate with student's daily routine (pictures, word schedule, and agenda). Teacher may write schedule on board for entire class and/or students may have individual schedules.
2. Use a digital/analog clock or timer in the classroom to signal transition from activity to activity.
3. Use a book (Peter Rabbit) to reinforce positive behaviors.

**Objective:** The student will follow a two step direction given verbal direction.

### **Activities:**

1. Using work packets that are placed in plastic totes, give verbal directions: " Get work packet 1 out and complete the packet by the time given on the visual timer."

**Objective:** The student will follow a three step verbal direction.

**Activities:**

1. Using work packets that are located in plastic totes, give verbal directions: “Get work packet 1 out; complete the packet by the time given on the visual timer; and chart your time on the bar graph.”