

# Workplace Readiness Skills for the Commonwealth Grades 11 – Post High 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 attend school/work daily and complete assigned tasks following directions given in a timely manner.

### **Activities:**

1. Have the student accurately follow a daily schedule developed by supervisor(s).
2. Give the student a set of instructions and materials to complete a project(s) independently or as a team.
3. Have students identify ways to self motivate in order to complete tasks that are desirable/undesirable.