

# Workplace Readiness Skills for the Commonwealth Grades 11 – Post High Home

## 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 recognize the importance of being prepared, being on time, identifying acceptable reasons for absences and notifying superiors.

### **Activities:**

1. Have your son/daughter prepare for workday/school day by laying out clothing, preparing lunch and getting needed materials together the night before a scheduled activity.
2. As a family, brainstorm reasons not to attend school or work. Decide what reasons are appropriate. Then have your son/daughter role play calling an employer or the school to notify them of their absence.
3. Parent speaks with son/daughter about appropriate reasons for missing work or school (e.g. emergencies, illness vs. tired due to staying up late to play video games).