

Workplace Readiness Skills for the Commonwealth Grades 9 – 10 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: Student will arrive to class on time prepared and with necessary materials daily.

Activities:

1. Prior to the first day, provide a tour of the school discussing locations of classes and develop the route student will use to get to class.
2. Pair students with a peer who is familiar with bell schedule and knows the hall systems of the school.
3. Provide a map of the school highlighting the classroom locations.
4. Use visual schedules.

Resources for Activities: Utilize school resources to obtain map, school layout, and bell schedule.

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 the teacher or 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.