

Workplace Readiness Skills for the Commonwealth Grades 9 – 10 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: Student will use an alarm to wake up daily for school.

Activities:

1. Determine time to wake up and get ready in order to be at school on time.
2. Recognize the sound of the alarm as a cue to wake up.
3. Learn to set the alarm and how to use its functions.
4. Practice using the alarm to wake up after a nap.

Objective: Student will use a chore chart to complete tasks.

Activities:

1. Given a list of favorable and unfavorable chores, student will prioritize chores for completion. Upon completion, student will check-off chores. Based on student interest, parent can reward completion with small wage or other incentive.

Resources for Activities:

<http://www.chorecharts.com/>

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).