

# Workplace Readiness Skills for the Commonwealth

## Pre-school – K

### School

#### Personal Qualities and People Skills

4. **Self-Representation:** Dresses appropriately and uses language and manners suitable for the workplace

**Objective:** The student will use manners and complete self care skills (dressing, hand washing, wiping nose, etc.) independently.

#### **Activities:**

1. Teach and model the use of please and thank you by using puppets or play activities during the daily school routines. Encourage and respond positively when children use these manners.
2. Establish self care tasks during the daily routine at school such as hanging up coats, washing hands, and wiping nose. Wear smocks for messy art activities.
3. Provide dress ups in the house area (with a mirror) so children can practice dressing.

#### **Resources for Activities:**

[www.crawfordthecat.com](http://www.crawfordthecat.com) Website with a character cat that has videos and activities that promote self help and manners.