

Workplace Readiness Skills for the Commonwealth

Pre-school – K

Home

Personal Qualities and People Skills

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

Objective: The child will use manners and complete self care skills (e.g. dressing, hand washing, wiping nose) independently.

Activities:

1. Teach and model the use of please and thank you by using puppets or play activities during daily routines of the family. Encourage and respond positively when children use these manners.
2. Provide children choices when dressing – encourage them to put clothing on by themselves. Establish a bathing routine each day.
3. Assist and teach children to wipe their nose, wash their hands before eating, and brush their teeth as a part of their routine each day.

Resources for Activities:

www.crawfordthecat.com Website with a character cat that discusses manners and more; sneezing politely, washing hands, etc.