

NextUp Lesson #28

Showing a Strong Work Ethic

Lesson Objectives

Students will:

- Identify attitudes and behaviors necessary for job success.
- Demonstrate an understanding of how to apply positive decision-making skills on the job.
- Define what a strong work ethic is and demonstrate an understanding of the qualities that make up a strong work ethic.
- CCSS.SL. 9-10.1,11-12.1 - Initiate and participate effectively in a range of collaborative discussions with diverse partners on grades 10-12 topics and issues, building on others' ideas and expressing their own clearly and persuasively.

Materials

- Video Lesson # 28: Showing a Strong Work Ethic
- Pre-Assessment- *Defining Work Ethic*
- Terms-to-Know
- Video Fill-in-the-Blank Outline
- Post-Video Discussion Questions
- Extension Activities
- Post-Assessment QUIZ

Time - (based on 45-50 minute class periods)

- Standard - 5 days
 - Lesson plan plus extension activities
- Abbreviated - 3 day
 - Lesson plan
- Complementary - 1 day
 - Video and post-video discussion

Procedures

Student Rationale: Lesson #28 will discuss the importance of having a strong work ethic and what that looks like in the workplace. This lesson is also designed to instruct students on five qualities that help define a strong work ethic.

Step 1: Pre-Assessment: *Defining Work Ethic* will assess student's basic knowledge of what work ethic means and what each of the five qualities discussed mean. They will also state what they think these qualities mean in the workplace and the classroom. This assessment may also act as a discussion piece during or after the viewing of lesson #28.

Step 2: Terms-to-Know: The students will be introduced to the common workplace and postsecondary terms referred to within the lesson. The Terms-to-Know activities are designed to further facilitate student understanding & will also be assessed in the Lesson #28 post-assessment.

Step 3: View Lesson # 28: Showing a Strong Work Ethic

Step 4: Video Fill-in-the-Blank Outline: The students will complete the outline or modified outline during the viewing of the video lesson to reinforce student learning.

Step 5: Analysis- Discussion Questions

To foster student understanding, follow up with teacher-led discussion questions:

1. What are the five qualities of a strong work ethic? Explain them.
2. Why is it important for you to have a strong work ethic? Why is it important to you employer?
3. What are some ways you can work toward developing these qualities in the workplace and at school?

Step 6: Activities for Understanding - Extension Activities

- Student Performance Evaluation
- Work Ethic Practice
- Work Ethic- Slide Project

Step 7: Post-Assessment Quiz

The Lesson #28 - Post-Assessment Quiz provides clear and specific questions to measure students' understanding of the lesson objectives and terms-to-know.

Evaluation

Students will be evaluated on their understanding of the lesson objectives based on

1. preparedness and participation in classroom discussion.
2. accurate completion of the Terms-to-Know and lesson activities.
3. performance on the Lesson #28 Post-Assessment.

My Understanding of Work Ethic
Pre-Assessment

Using your own words, define each of the following qualities. Then state what you think these qualities look like in the workplace and at school.

Work Ethic:

At School?	At Work?

Honesty:

At School?	At Work?

Dependable:

At School?	At Work?

Loyalty:

At School?	At Work?

Constructive Criticism:

At School?	At Work?

Quality:

At School?	At Work?

Lesson #28: Showing a Strong Work Ethic
Terms-to-Know

Work Ethic	A belief in the importance of hard work and its ability to strengthen character.
Honesty	Truthfulness or sincerity.
Dependable	Capable of being depended on, worthy of trust, and reliable.
Loyalty	A strong feeling of support or allegiance to the workplace.
Constructive Criticism	Advice that is useful and intended to help or improve something, often with an offer of possible solutions.
Quality	Producing or providing work that is of high merit.
Professional	Conducting yourself in an appropriate manner while in the workplace.
Receptive	Being open to ideas or suggestions.

Terms-to-Know Practice
Lesson 28 Showing a Strong Work Ethic

Directions: Read each description of the terms-to-know used in context. Decide which word best fits the given scenario.

1. Term = _____: Cora scored a perfect score on her recent evaluation in all areas including quality, loyalty, dependability, acceptance of criticism, and honesty, showing that she is an exceptional employee.
2. Term = _____: Jeremy confronts Anthony with some ideas to improve the efficiency of his work. Anthony listened and considered the ideas that Jeremy had to share.
3. Term = _____: Melody showed a high standard of character and presence on the job and in her personal life. This conduct led to her receiving a pay raise and promotion.
4. Term = _____: Camryn was very ill and needed to find someone to fill in for his shift. She gave Terry a call because he could often be counted on to volunteer to work others' shifts.
5. Term = _____: A new grocery store recently opened in town. Jarod currently works for County Grocer. He noticed they had a big sale on his favorite frozen pizza, but instead of giving business to the new store, he purchased his pizzas from County Grocer.
6. Term = _____: When Samantha is given a cleaning task at the bank she cleans in the evening, she takes her time and makes sure the tasks are complete and the business is clean and sanitary.
7. Term = _____: Mr. State was not pleased that Robert's cash register was often short small amounts of change. Rather than write him up, Mr. State suggested that Robert practice counting coins and double check the change he is handing back before giving it to the customers.
8. Term = _____: Miguel was having a very difficult time carrying merchandise from the truck to the shelves. He was choosing to not use a dolly, and as a result, he dropped a large load of breakable merchandise onto the floor. Instead of blaming someone else or making excuses for his actions, he immediately admitted his wrongdoing to his supervisor and promised to not make this bad choice again.

Lesson #28: Showing a Strong Work Ethic

Fill-in-the-Blank Outline

Class Question: “If you are in an interview, and you are asked an inappropriate question and feel you do not want to answer, but the interviewer mentions they saw something about the topic linked to your Facebook page. Do you still need to answer, knowing that they may already know your personal information?”

The best way to handle this situation is by saying, “I don’t _____ have to answer that question.” But, your social media presence is important. When you’re looking for a job, you really need to be _____ with what you’re putting out there. _____ of employers say they do online research of job applications. Cleaning up your Facebook page and _____ all of the things that you may not want an employer to see, is a good idea. Set your privacy settings and clean up your profile pictures.

If they specifically say they have seen something inappropriate on your Facebook page, you can respond with, “I understand that it is not professional. It was a _____ to post that for the general public. If you hire me, I promise I will be _____ and professional with you, your business, and your _____.”

Student Question 1: “If you have a health problem, can you still get a job?”

_____, if you have a health problem, you can still get a job. Some health problems might make working a little tougher and might require more _____. This is a topic that you should bring up at your _____ or ARD meetings. Bringing it up at these meetings means that the entire team of people at the meeting can discuss this issue and you can hopefully get some really good _____.

Main Topic

Work _____ is a value based on hard work and diligence. It is showing you care about your work, you care about the business, and you care about the _____.

- I. _____ is really important in the workplace. This means to be truthful. Everyone makes mistakes, but can you be honest about your mistakes? If

you aren't honest and _____ your mistakes on someone else or deny your mistakes, you will lose _____, or the trust of your boss and other employees.

- II. Dependability means showing up to work when you are _____. It means being to work on time. It means coming in to work extra _____ if they ask you or sticking around after your shift. It mean being there when the boss or supervisor needs you. It means doing things that are not necessarily part of your job _____.
- III. _____ is a strong feeling of support or _____, or commitment to the business. A loyal employee does not complain about work. They don't complain about their _____ or _____. They don't complain about the tasks their managers give them. They don't talk about leaving the job for something _____. Most importantly, they don't shop or do business at one of the store's _____. Talk about the business like you care about it!
- IV. Be receptive to _____ criticism. You should take responsibility for your _____ and you don't make excuses. Understand that no matter how that criticism is delivered, your supervisor is critiquing you because:
1. They want you to be the best _____ you can be.
 2. They care about the _____. They don't want company time or money to be wasted.
- V. You can show a strong work ethic with the _____ of your work. Do the task they've given you, and don't stop until it is done and done right. Be the best worker you can be! Pay attention to _____! Get things done in a timely manner.

If you work on these five qualities of a good work ethic, and you demonstrate to your boss or supervisor that they are important to you, you will experience _____ with work.

Lesson #28: Showing a Strong Work Ethic

Fill-in-the-Blank Outline

Class Question: “If you are in an interview, and you are asked an inappropriate question and feel you do not want to answer, but the interviewer mentions they saw something about the topic linked to your Facebook page. Do you still need to answer, knowing that they may already know your personal information?”

The best way to handle this situation is by saying, “I don’t _____ have to answer that question.” But, your social media presence is important. When you’re looking for a job, really need to be _____ with what you’re putting out there. _____ of employers say they do online research of job applications. Cleaning up your Facebook page and _____ all of the things that you may not want an employer to see, is a good idea. Set your privacy settings and clean up your profile pictures.

If they specifically say they have seen something inappropriate on your Facebook page, you can respond with, “I understand that it is not professional. It was a _____ to post that for the general public. If you hire me, I promise I will be _____ and professional with you, your business, and your _____.”

Student Question 1: “If you have a health problem, can you still get a job?”

_____, if you have a health problem, you can still get a job. Some health problems might make working a little tougher and might require more _____. This is a topic that you should bring up at your _____ or ARD meetings. Bringing it up at these meetings means that the entire team of people at the meeting can discuss this issue and you can hopefully get some really good _____.

Main Topic

Work experience/ ethic is a value based on hard work and diligence. It is showing you care about your work, you care about the business, and you care about the employees/ customers.

- I. Honesty/ Dishonesty is really important in the workplace. This means to be truthful. Everyone makes mistakes, but can you be honest about your mistakes? If you aren’t

honest and blame/ push your mistakes on someone else or deny your mistakes, you will lose friends/ credibility, or the trust of your boss and other employees.

- VI. Dependability means showing up to work when you are scheduled/ needing more hours. It means being to work on time. It means coming in to work extra tasks/ shifts if they ask you or sticking around after your shift. It mean being there when the boss or supervisor needs you. It means doing things that are not necessarily part of your job hours/ duties.
- VII. **Loyalty/ Dependability** is a strong feeling of support or advocating/ allegiance, or commitment to the business. A loyal employee does not complain about work. They don't complain about their pay/ benefits or shifts/ hours. They don't complain about the tasks their managers give them. They don't talk about leaving the job for something harder/ better. Most importantly, they don't shop or do business at one of the store's competitors/ other businesses. Talk about the business like you care about it!
- VIII. Be receptive to **harsh/ constructive** criticism. You should take responsibility for your actions/ work and you don't make excuses. Understand that no matter how that criticism is delivered, your supervisor is critiquing you because:
1. They want you to be the best person/ worker you can be.
 2. They care about the business/employees . They don't want company time or money to be wasted.
- IX. You can show a strong work ethic with the **time/ quality** of your work. Do the task they've given you, and don't stop until it is done and done right. Be the best worker you can be! Pay attention to directions/ detail! Get things done in a timely manner.

If you work on these five qualities of a good work ethic, and you demonstrate to your boss or supervisor that they are important to you, you will experience hardships/ success with work.

Lesson #28: Showing a Strong Work Ethic

Fill-in-the-Blank Outline **KEY**

Class Question: “If you are in an interview and you are asked an inappropriate question and feel you do not want to answer, but the interviewer mentions they saw something about the topic linked to your Facebook page. Do you still need to answer, knowing that they may already know your personal information?”

The best way to handle this situation is by saying, “I don’t really/ legally have to answer that question.” But, your social media presence is important. When you’re looking for a job, you really need to be careful/ careless with what you’re putting out there. 55% 75% of employers say they do online research of job applications. Cleaning up your Facebook page and highlighting/ deleting all of the things that you may not want an employer to see, is a good idea. Set your privacy settings and clean up your profile pictures.

If they specifically say they have seen something inappropriate on your Facebook page, you can respond with, “I understand that it is not professional. It was a mistake/ problem to post that for the general public. If you hire me, I promise I will be respectful/ organized and professional with you, your business, and your employees/ customers.”

Student Question 1: “If you have a health problem, can you still get a job?”

Yes/ No, if you have a health problem, you can still get a job. Some health problems might make working a little tougher and might require more assistance/ accommodations.

This is a topic that you should bring up at your Intake/ IEP or ARD meetings. Bringing it up at these meetings means that the entire team of people at the meeting can discuss this issue and you can hopefully get some really good advice/ paperwork.

Main Topic

Work **ethic** is a value based on hard work and diligence. It is showing you care about your work, you care about the business, and you care about the **customers**.

- II. **Honesty** is really important in the workplace. This means to be truthful. Everyone makes mistakes, but can you be honest about your mistakes? If you aren’t honest and **blame**

your mistakes on someone else or deny your mistakes, you will lose credibility, or the trust of your boss and other employees.

- X. Dependability means showing up to work when you are scheduled. It means being to work on time. It means coming in to work extra shifts if they ask you or sticking around after your shift. It mean being there when the boss or supervisor needs you. It means doing things that are not necessarily part of your job duties.

- XI. Loyalty is a strong feeling of support or allegiance, or commitment to the business. A loyal employee does not complain about work. They don't complain about their pay or hours. They don't complain about the tasks their managers give them. They don't talk about leaving the job for something better. Most importantly, they don't shop or do business at one of the store's competitors. Talk about the business like you care about it!

- XII. Be receptive to constructive criticism. You should take responsibility for your actions and you don't make excuses. Understand that no matter how that criticism is delivered, your supervisor is critiquing you because:
 - 1. They want you to be the best worker you can be.
 - 2. They care about the business. They don't want company time or money to be wasted.

- XIII. You can show a strong work ethic with the quality of your work. Do the task they've given you, and don't stop until it is done and done right. Be the best worker you can be! Pay attention to detail! Get things done in a timely manner.

If you work on these five qualities of a good work ethic, and you demonstrate to your boss or supervisor that they are important to you, you will experience success with work.

Name: _____

Date: _____

Lesson #28 Showing a Strong Work Ethic
QUIZ

I. Matching: Match the following terms with their definitions.

_____ 1. Being open to ideas or suggestions.	A. Work Ethic
_____ 2. A belief in the importance of hard work and its ability to strengthen character.	B. Honesty
_____ 3. Conducting yourself in an appropriate manner while in the workplace.	C. Dependable
_____ 4. Truthfulness or sincerity.	D. Loyalty
_____ 5. Producing or providing work that is of high merit.	E. Constructive Criticism
_____ 6. Capable of being depended on, worthy of trust, and reliable.	F. Quality
_____ 7. When you take personal responsibility for your actions and you don't make excuses.	G. Professional
_____ 8. A strong feeling of support or allegiance to the workplace.	H. Receptive

II. True or False.

- _____ 9. It is important to clean up your social media presence when you are looking for employment.
- _____ 10. During your IEP is a great time to discuss accommodations that would make sense for you and that you could request at your place of employment.
- _____ 11. Being honest will lead to losing your credibility.
- _____ 12. You are not showing your loyalty to your place of employment when you shop at a competing business.
- _____ 13. Getting things done in a timely manner is an example of quality.
- _____ 14. It is okay to get defensive about constructive criticism.
- _____ 15. You can show that you are dependable by volunteering to work for others when they are sick.

III. Short Answer.

16. What are two reasons a supervisor may use constructive criticism with you?

IV. Practical Application

Give an example of each of the FIVE qualities of good work ethic. Be specific and explain **why** your example illustrates that quality.

Honesty-

Loyalty-

Dependability-

Receptive of Constructive Criticism-

Quality-

Name: _____

Date: _____

Lesson #28 Showing a Strong Work Ethic

QUIZ KEY

II. Matching: Match the following terms with their definitions.

H 1. Being open to ideas or suggestions.	A. Work Ethic
A 2. A belief in the importance of hard work and its ability to strengthen character.	B. Honesty
G 3. Conducting yourself in an appropriate manner while in the workplace.	C. Dependable
B 4. Truthfulness or sincerity.	D. Loyalty
F 5. Producing or providing work that is of high merit.	E. Constructive Criticism
C 6. Capable of being depended on, worthy of trust, and reliable.	F. Quality
E 7. Advice that is useful and intended to help or improve something, often with an offer of possible solutions.	G. Professional
D 8. A strong feeling of support or allegiance to the workplace.	H. Receptive

II. True or False.

- T 9. It is important to clean up your social media presence when you are looking for employment.
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- F 11. Being honest will lead to losing your credibility.
- T 12. You are not showing your loyalty to your place of employment when you shop at a competing business.
- T 13. Getting things done in a timely manner is an example of quality.
- F 14. It is okay to get defensive about constructive criticism.
- T 15. You can show that you are dependable by volunteering to work for others when they are sick.

III. Short Answer.

16. What are two reasons a supervisor may use constructive criticism with you?

An employer wants you to be the best worker you can be and care about the business. They do not want to lose money or have time wasted.

IV. Practical Application

Give an example of each of the FIVE qualities of good work ethic. Be specific and explain **why** your example illustrates that quality. *Answers Vary*

Honesty-

Loyalty-

Dependability-

Receptive of Constructive Criticism-

Quality-