

Lesson 1

What to Wear and Bring to Work

Goal: To instruct students on the what to wear and bring to work.

Materials: Marker board, markers, pencil for each student, one copy for each student of "What Should Walter Worker Bring to Work" and "What Should Walter Worker Wear to Work".

1. ♦ **Introduce** this lesson by asking the students to discuss if they feel that it is important to come to work properly attired and equipped.

♦ **Pass out** copies of "What Should Walter Worker Wear To Work" and **ask** the students to identify all the problems they can see, and to determine why Walter's attire is problematic. **Ask** the students to identify the proper attire for their work site, and the reasons why this attire is appropriate and necessary for their work place. **Note** that when not at work, students are free to choose their own attire.

2. ♦ **Pass out** to each student a copy of "What Should Walter Worker Bring to Work?" and **ask** the class to identify the problems they see in the cartoon, and **direct** them to state why each problem is a concern. **Ask** the students to indicate what equipment is appropriate at their work sites and why.

3. ♦ **Ask** each student to determine what they would do

if they were Walter's boss, and had to evaluate him for a promotion, raise, lay off, termination or action.

♦ **Ask** each student to determine the relationship between the employee's on-the-job attire and equipment to their own potential career success. **Ask** each student to state which results they prefer to achieve: *job advancement, promotions and success, or disciplinary actions and failure.*

4. ♦ **Review the major points of this lesson:**

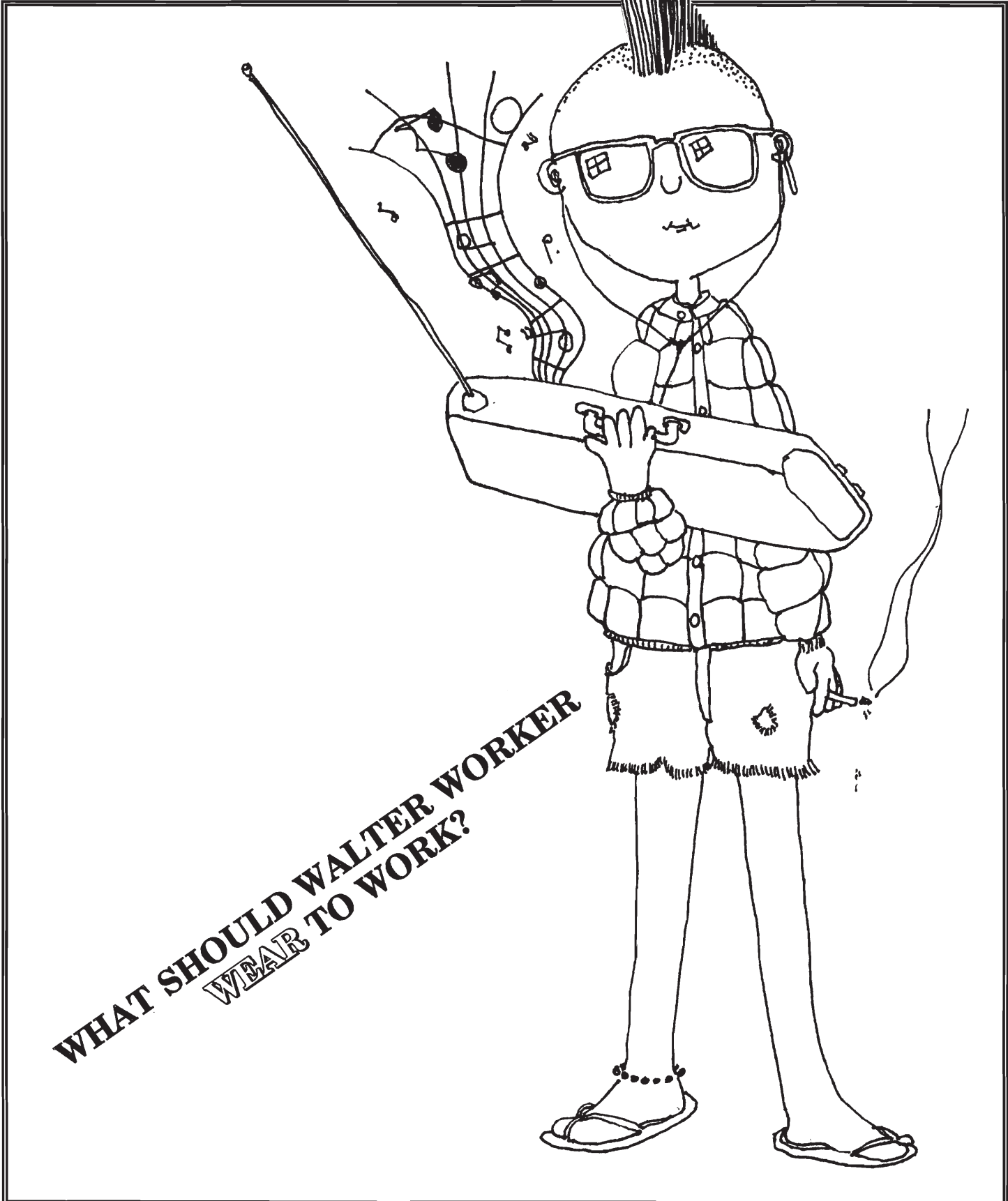
- **Proper dress for your job is necessary to allow you and your co-workers to safely and effectively perform your jobs.**

- **Bringing the proper equipment to work is necessary to allow you and your co-workers to safely and effectively perform your jobs.**

- **Employees who use proper dress and equipment are most likely to receive raises, promotions and career success.**

- **Employees who come to work dressed inappropriately and without the proper equipment, are most likely to be subject to disciplinary action, termination and career problems.**

- **Because each work place is different, sites have very different expectations for what equipment and dress is appropriate.**



**WHAT SHOULD WALTER WORKER
WEAR TO WORK?**



**WHAT SHOULD WALTER WORKER
BRING TO WORK?**

Lesson 2

Words That Get You Fired or Keep You Hired

Goal: To provide information on the results of using swear words, insults and other problematic language with employers.

Materials: Marker board, markers, paper and pencil for each student, several "Boss" and "Employee" name tags.

1. ♦ **Introduce** this lesson by asking the students to identify the kinds of words they are currently using with their employers. **Permit** the students to vent their feelings about their employers.

♦ **Acknowledge** the students' frustrations working with their employers, then, **using** the name tags, **role-play** some of the situations when students the report having used problematic language with their employer. **Direct** the student who reported the incident, to assume the role of boss, and **direct** a peer to play the employee role. **Ensure** that the role-play boss clearly conveys that termination or other consequence is likely. **Discuss** each role-play with the students.

♦ **Assist** the students to discuss whether they would rather revise their language or become unemployed, short of funds, and have to conduct a job search. **Aid** the students to conclude that while "kids" can use problematic language, employed young adults must be willing to adapt to "adult" standards of interaction, and don't have the "luxury" of using problem words. **Identify** that students may have the option of using swear words off the job as they wish; this modification of language is essential just during work time.

2. ♦ **Direct** the students to develop a Top Ten List of the phrases that will help them Keep and Lose their jobs, using the format shown above, right. (Use the phrase "All Swear Words" to eliminate the problem of students listing obscene words, and before starting, **provide** guidance on what problem words should be described rather than just stated.)

Words That Get You Fired	Words That Keep You Hired

3. ♦ **Direct** the students to write their own personal lists of the "Words That Get You Fired" that they are at risk of using, and to develop alternatives that they should list under "Words That Keep You Hired." **Discuss** the completed lists with the class.

4. ♦ **Ask** each student to discuss their career hopes and to identify which set of words on their paper will best allow them to succeed in reaching these dreams. **Ask** each student to discuss how they will ensure that their words will help them, not hinder them, from reaching these dreams for their future job success.

5. ♦ **Review** the major points of this lesson:

- While using swear words and other problematic language may be acceptable off the job, it can have serious consequences on the job.

- While "kids" may be able to suffer few serious consequences for using inappropriate language, employed young adults may have to rise to adult standards on word usage when they are in the work place.

- Problem words can hinder you from reaching your career goals.

- By substituting acceptable language for words that are inappropriate, you can help yourself keep your job and reach your goals.

- Termination, disciplinary action and reprimands are all likely to result if you use problem language with your employer. Having a difficult boss is a common occurrence but does not justify using inappropriate language.