Title: Being a Successful Employee

Objectives	Time frame to Complete
Identify characteristics that make an employee successful at their job	1 hour

	NRS EFL
	4

Stackable Cert. Documentation	Technology	Study / Life skills	EL-Civics	Career Pathways	Police	Paramedic	Fire Rescue	Medical Asst.	EKG / Cardio	Phlebotomy	Practical Nursing	Healthcare Admin	Pharmacy Tech	IMT	AMT	HVAC	Welding	Other:			
		X		X																	

Standard(s) Addressed in Lesson
Read for Understanding

Benchmark(s) Addressed in Lesson
R.4.1. Identify purposes for reading (for example, to generate and answer questions about a topic, to solve problems)
R.4.2. Select text to match purpose, appropriate complexity and reading level. (See text complexity chart.)
R.4.11. Apply, monitor and adjust comprehension strategies (for example, note subtle details in texts, pose questions about text) to understand text at an inferential level.
R.4.14. Analyze how an author uses argument and provides evidence to persuade others.
R.4.15. Draw conclusions about text using knowledge of main idea(s) and
supporting details, consistent with complexity of the text.

Materials
Pencils, *Personal Attributes for Employees* handout, *Being a Successful Employee* quiz sheet

Learner Prior Knowledge
None required

Activities

Step 1   Teacher passes out handout and initiates discussion concerning characteristics of a good employee.

Step 2   Students work with partners to converse about qualities successful employees possess.

Step 3   Each pair reports to the class.

Step 4   Students complete quiz sheet and discuss results with the class.

Assessment/Evidence
Students recognize traits of successful employees.

Adaptations for Beginning Students
Adaptations for Advanced Students Explore internet sites such as: ezinearticles.com, hubpages.com, articlesbase.com/career-management
Teacher Reflection/Lesson Evaluation
This lesson was created by Middletown ABLE.

Being a good employee requires more than just knowing a **specific** skill. Positive personal **attributes** are necessary to be successful in the workplace. Employers look for workers who:

- o Show **Leadership**

- o Are **Dependable**

- o Demonstrate **Integrity**

- o Are **Team Players**

- o Can Handle **Criticism** and **Suggestions**

Discuss each of these traits with a partner.

Report to the class your conclusions.

Being a Successful Employee

Answer yes or no

- In meetings you should discuss personal matters in your life._____
- If you don't understand how to perform a task, you should ask for help._____
- Organizing the materials needed for a job before you begin is a waste of time._____
- Stress in your personal life does not affect your work._____
- Someone who begins or gets projects started without being asked is a lazy employee._____
- If you're not motivated to do a task given to you, just skip it._____
- To keep focused, it's good to arrange the steps of a work task._____
- It's all right to take a day off one Tuesday a month, even if you are not sick._____
- When you are not busy, you can play video games on your work computer._____
- Your lunch time is 30 minutes. You can take 45 minutes since you're unsupervised during this time._____