

DEMONSTRATE PROPER WORKPLACE BEHAVIORS

Assignment

Employers have expectations of how employees will conduct themselves and interact with others in the workplace to create a productive and effective organization that will operate smoothly. As assignments and activities are completed (inside and outside the classroom), a behavior is expected that will model what businesses/employers will expect.

Read and be able to discuss the handouts provided on what employers expect of employees. After classroom discussions on the topic, a brainstorming session will be conducted on how each item on the *Workplace Behaviors* assessment instrument can be evaluated.

After discussions on workplace behaviors,

1. Prepare a two-column table by grouping items from the assessment instrument that you think are closely related. In one column provide a category heading for groupings; in the second column list the items that are related. The main heading for table is Workplace Behaviors.

Table Example

MAIN HEADING	
<i>Category Heading</i>	<i>Items Heading</i>

2. Beneath the table discuss why you think an employer would consider these items important in workplace productivity. For bonus points, discuss how you think an employer would evaluate an employee on the various categories and/or items.
3. The instructor will discuss how the *Workplace Behaviors* assessment instrument will be used for class and assignments.
 - a. How will the assessment be used?
 - Self-assessment
 - Peer assessment
 - Teacher assessment
 - b. When and how often will the assessment be completed?
 - Individual assignments
 - Team/group assignments
 - Terms in semester/school year

Name _____

Date _____

Assignment or Grading Period _____

DEMONSTRATE PROPER WORKPLACE BEHAVIORS

Assessment

Criteria	Yes	No	N/A
Maintain good attendance record.			
Interact effectively with others.			
Respect beliefs, opinions and rights of others.			
Work effectively in teams.			
Demonstrate positive behavior when given direction, criticism and comment.			
Manage stress effectively.			
Use appropriate language.			
Demonstrate proper professional appearance.			
Exhibit positive attitude.			
Exhibit initiative.			
Exhibit punctuality.			
Exhibit responsibility.			
Exhibit dependability.			
Exhibit honesty.			

*Student and teacher will develop an action plan for any items receiving a No marking/
check.

Teacher Comments:

Signature _____ **Date** _____

Student Plan:

Signature _____ **Date** _____

Name _____ Date _____

Assignment or Grading Period _____

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Teacher Comments:

Signature _____ Date _____

Student Plan:

Signature _____ Date _____

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