



# Example Activity Plan for Teaching Employer Expectations

## Topic: Workplace Policies

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Workplace policies outline an organization's practices and procedures for day-to-day operations. Instruction on workplace policies will help students know what their employer will expect of them on the job site.

**Activity Description:** Review common workplace policies about missing or being late for work. Provide students with scenarios and ask them how they could handle the situation so that they follow common workplace policies.

### Example Scenarios:

- The person who takes you to work had to go to the hospital unexpectedly.
- You woke up sick and cannot go to work.
- The bus you take to work has not arrived at the bus stop.

**Reflection Questions:** After your students complete the activity, ask them the following questions to reflect on their experience.

1. How does knowing and understanding workplace policies help you to meet employer expectations?
2. How can following workplace policies help you to be professional and effective in the workplace?

### Making Connections:

1. What are some examples of workplace policies you may have to follow?
2. Why do you think employers have policies for their employees?
3. What policies do you follow as a student that are like policies you may follow as an employee?



## Topic: Workplace Behaviors

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Instruction on workplace behaviors includes discussing common behaviors such as showing respect, being dependable, and taking accountability. When students demonstrate these behaviors on the job site, they are more likely to maintain employment.

**Activity Description:** Provide students with examples of behaviors they may see in the workplace. Ask students to determine if the behavior is appropriate or inappropriate for the workplace.

### Example Scenarios:

- Keeping your cellphone on silent during work hours
- Cleaning up your workstation after your shift
- Arguing with your supervisor in front of customers
- Coming to work on time, dressed in your uniform, and prepared to begin work

**Reflection Questions:** After your students complete the activity, ask them the following questions to reflect on their experience.

1. Which behaviors were inappropriate and why?
2. If you use appropriate workplace behaviors, how will your employer and coworkers perceive you?

### Making Connections:

1. What supports do you receive that help you understand expectations for your behavior in school, the community, or the workplace?
2. What are some examples of appropriate behaviors you use in the classroom that are also appropriate in the workplace?



## Topic: Professionalism

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Instruction on professionalism includes discussion on behavior at the workplace and how the employee conducts themselves. Demonstrating professionalism can make students desirable job candidates and show employers they are ready to work.

**Activity Description:** Provide students with example workplace scenarios that involve employees handling situations unprofessionally. Guide students to Identify the unprofessional behavior and determine how to professionally handle the situation.

### Example Scenarios:

- Justin has an appointment today during his work hours. He calls his manager right before his shift to tell her that he can't come in to work today.
- Annabelle is working the front desk at a local gym. When she isn't directly helping a customer, she slouches in her chair and plays on her phone.
- Madison is upset that she was scheduled to work on a day that she requested off. She tells her co-workers that it's unfair and that she is going to skip work that day.

**Reflection Questions:** After your students complete the activity, ask them the following questions to reflect on their experience.

1. How do you think the supervisors reacted to the employees you labeled as acting unprofessionally?
2. How could the employees who were unprofessional react in a more professional way?

### Making Connections:

1. Do you think that professional behavior is the same in every workplace? Are there differences based on where you work?
2. What may your supervisor or coworkers think about you if you react to situations with unprofessional behavior?
3. What situations have you encountered as a student that required you to be professional?