



**Title:** You're Fired!

**Grade:** 10

**Career Development Model:**

Self-Awareness

**Nebraska Career Readiness Standards:**

- Communicates effectively & appropriately
- Uses critical thinking
- Demonstrates innovation & creativity
- Manages personal career development

**Objective:**

- Students will compare the relationship between school habits and work habits
- Students will illustrate the relationship of their own values and beliefs related to school and career success.

**Materials and Supplies Needed:**

- "You're Fired" handout (copies needed)
- "Job Skills and School Skills" handout (copies needed)
- "NCRS-Nebraska Career Readiness Standards Checklist" handout (copies needed)

**Class Instructions:**

Part 1

- Teachers should begin with a conversation about work habits and how the qualities that make students successful in school are similar, if not the same, as the qualities in the workplace.
- Teachers can begin by saying, "I want you to assume that you are president of a well-known local company. This is a small company. You employ 10 workers. One of your hardest working employees, named Jason, has been coming into work late for the last three days. Jason is very nice and always apologizes for his lat arrival. This pattern of coming in late has been occurring off and on for three months. You have given him two warnings and have told Jason that you will have to fire him if he come in late again. The next day Jason arrives 15 minutes late. He tells you he had a flat tire on the way to work or else he would have been on time. You don't want to lost Jason. What do you do?"

Points to Remember:

- Assess how students would respond to the above scenario by encouraging discussion in class or small groups. Would their opinion be different if they were Jason instead of the employer? Try to explore students' reasons for their decisions, and whether those reasons come from their own personal experience or from stories and messages that have been passed on to them by family or friends.

## Part 2

1. Pass out the "Your're Fired" handout. Allow students time to complete the handout.
2. Teachers will then provide the correct answers and discuss the results. Emphasize to students that this activity is designed to show that habits and attitudes they develop during their school years are also habits and attitudes they will likely carry into the workplace. Stress that it is important to develop good work habits now, so that in the future they will be valuable members in the workplace.
3. Distribute the "Job Skills and School Skills" handout and the Nebraska Career Readiness Skills "(NCRS) Checklist" handout.
4. Compare the specific job and school skills with where they fit into the NCRS Checklist. Discuss with students how school habits relate to habits on the job. (Some students may challenge you by saying that they will work harder at a job than at school because they can select a job or that they will be compensated. Inform students that many employers look at a student's attendance record and academic performance in school to determine whom to hire. At the same time, teachers would explore with students where they are coming from if such challenges arise, for they may have very legitimate reasons for their beliefs, which should be validated)

### Credits/Sources:



"Making my Future Work: A College and Career Readiness Program", U.S. Department of

Education, Institute of Education Sciences.

<https://www.csuohio.edu/cehs/mmfw/making-my-future-work-0>

<b>JOB SKILLS</b>	<b>SCHOOL SKILLS</b>
<p><b>ATTENDANCE</b> Come every day.</p>	<p><b>ATTENDANCE</b> Come every day.</p>
<p><b>PUNCTUALITY</b> Be on time.</p>	<p><b>PUNCTUALITY</b> Be on time.</p>
<p><b>TEAMWORK</b> Works cooperatively with others.</p>	<p><b>TEAMWORK</b> Works cooperatively with others.</p>
<p><b>COMMUNICATION</b> Talk and listen effectively.</p>	<p><b>COMMUNICATION</b> Talk and listen effectively.</p>
<p><b>COMPETENCE</b> Be able to read, write, and compute.</p>	<p><b>COMPETENCE</b> Be able to read, write, and compute.</p>
<p><b>PROBLEM-SOLVE</b> Be able to choose viable solutions to resolve issues.</p>	<p><b>PROBLEM-SOLVE</b> Be able to choose viable solutions to resolve issues.</p>
<p><b>TIME MANAGEMENT</b> Set goals and be organized.</p>	<p><b>TIME MANAGEMENT</b> Set goals and be organized.</p>
<p><b>LEADERSHIP</b> Motivate others toward goals.</p>	<p><b>LEADERSHIP</b> Motivate others toward goals.</p>



<input checked="" type="checkbox"/>	Standard/Benchmark	
<input type="checkbox"/>		<p><b>Applies appropriate academic and technical skills</b>            Academic skills and technical skills complement one another. A career ready individual applies these skills in a strategic manner to accomplish workplace tasks.</p>
<input type="checkbox"/>		<b>A. Academic Attainment</b>
<input type="checkbox"/>		<b>B. Technical Skill Attainment</b>
<input type="checkbox"/>		<b>C. Strategic Thinking</b>
<input type="checkbox"/>		<p><b>Communicates effectively and appropriately</b>            Expressing ideas, providing instruction, informing others, sharing knowledge and providing customer service are critical in a career.</p>
<input type="checkbox"/>		<b>A. Speaking</b>
<input type="checkbox"/>		<b>B. Writing</b>
<input type="checkbox"/>		<b>C. Presentations</b>
<input type="checkbox"/>		<b>D. Professional Etiquette</b>
<input type="checkbox"/>		<b>E. Customer Service</b>
<input type="checkbox"/>		<p><b>Contributes to employer and community success</b>            Career ready means more than attending to self-interest. It also means the ability to see the bigger picture of playing a role in the success of the employer and community through personal, civic and community actions.</p>
<input type="checkbox"/>		<b>A. Personal Responsibility</b>
<input type="checkbox"/>		<b>B. Meets Workplace Expectations</b>
<input type="checkbox"/>		<b>C. Civic Responsibility and Service</b>
<input type="checkbox"/>		<p><b>Makes sense of problems and perseveres in solving them</b>            Recognizing and solving problems is a daily requirement of nearly every American worker and entrepreneur. From small technical issues, to group dynamics, to design of overall systems, opportunities abound for the career ready individual to solve problems in the workplace.</p>
<input type="checkbox"/>		<b>A. Perceptiveness</b>
<input type="checkbox"/>		<b>B. Problem Solving</b>
<input type="checkbox"/>		<b>C. Perseverance/Work Ethic</b>
<input type="checkbox"/>		<p><b>Uses critical thinking</b>            Nearly all careers now require interaction with complex systems of technical components, complex dynamics of people or both. Many decisions are not simple and straightforward; rather, they require the ability to intelligently reason through and make complex decisions.</p>
<input type="checkbox"/>		<b>A. Critical Thinking</b>
<input type="checkbox"/>		<b>B. Decision-Making</b>
<input type="checkbox"/>		<b>C. Adaptability</b>

<input checked="" type="checkbox"/>	<b>Standard/Benchmark</b>	
<input type="checkbox"/>		<b>Demonstrates innovation and creativity</b> The 21st century workplace requires innovation through creative thinking. Successful individuals will be expected to generate and share new ideas.
<input type="checkbox"/>		<b>A. Creativity</b>
<input type="checkbox"/>		<b>B. Innovation</b>
<input type="checkbox"/>		<b>Models ethical leadership and effective management</b> The ability to influence others relies on leadership. Today's workplace provides greater transparency and accountability where the ability to ethically lead and manage is essential.
<input type="checkbox"/>		<b>A. Leadership</b>
<input type="checkbox"/>		<b>B. Ethics</b>
<input type="checkbox"/>		<b>C. Management</b>
<input type="checkbox"/>		<b>Works productively in teams and demonstrates cultural competency</b> Teams of individuals with diverse cultural backgrounds have become the new norm of operation in the American workplace. The career ready individual is prepared to collaborate with colleagues representing various backgrounds.
<input type="checkbox"/>		<b>A. Teamwork</b>
<input type="checkbox"/>		<b>B. Conflict Resolution</b>
<input type="checkbox"/>		<b>C. Social and Cultural Competence</b>
<input type="checkbox"/>		<b>Utilizes technology</b> The career ready individual has an understanding of how to use technology and apply it successfully in the workplace. Advances in technology require individuals to quickly learn and use many tools and applications.
<input type="checkbox"/>		<b>A. Data Gathering, Access and Management</b>
<input type="checkbox"/>		<b>B. Tools and Applications</b>
<input type="checkbox"/>		<b>C. Technology Ethics</b>
<input type="checkbox"/>		<b>Manages personal career development</b> Managing a personal career includes exploration, preparation and participation. Each person is responsible for creating and maintaining their own career. Career management includes understanding and meeting the expectations for behavior and skills in the workplace.
<input type="checkbox"/>		<b>A. Planning</b>
<input type="checkbox"/>		<b>B. Job Seeking</b>
<input type="checkbox"/>		<b>C. Résumés, Portfolios and Interviews</b>
<input type="checkbox"/>		<b>D. Professional Development</b>
<input type="checkbox"/>		<b>E. Entrepreneurship</b>
<input type="checkbox"/>		<b>Attends to personal and financial well-being</b> The career ready individual recognizes the benefits of physical, mental, social and financial well-being to be successful in a career.
<input type="checkbox"/>		<b>A. Personal Well-being</b>
<input type="checkbox"/>		<b>B. Financial Well-being</b>

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# YOU'RE FIRED! HANDOUT

Instructions: Most workers are fired from jobs because they do not have the appropriate work habits and attitudes that employers want from their workers. Listed below are 12 work habits that are needed both in school and in a job. **Match the habits to the correct behaviors you might have in school.**

_____ 1. Follows directions	a. When you make several sloppy mistakes on a paper, you do it over.
_____ 2. Manages time well	b. The teacher assigns a 200-word report. You write 250 words and add an attractive cover.
_____ 3. Accepts responsibility	c. You re-check your math problems to be certain you didn't make any careless errors.
_____ 4. Cooperates	d. You tell the teacher you broke a game piece and offer to replace it.
_____ 5. Takes pride in work	e. You have missed 7 or 8 spelling words on every test for the last 3 weeks. You take home the words for this week's test and study even more.
_____ 6. Does something without being asked (takes initiative)	f. You volunteer to straighten the bookshelves on your own time because it needs to be done.
_____ 7. Does a little more work than what is expected.	g. Your teacher says it is too wet to play ball outside after lunch. You leave the ball in the room even though you could sneak it out and he would never know.
_____ 8. Is prompt	h. You are on time for school every morning.
_____ 9. Is accurate	i. You bring everything you need (homework, paper, and pencils) to class every day.
_____ 10. Perseveres (keeps trying even when it is difficult)	j. You choose to begin your language homework during study time rather than daydream.
_____ 11. Takes pride in appearance	k. You do your best to work well with a small group in science when your best friends are all in another group.
_____ 12. Is willing to learn	l. You make certain your body, hair and clothes are clean every morning.