

## Workplace Etiquette- What Not to Do!



**Subject:** Preparation for the Job Market

**Training Path:** PWT or TST

**Topic:** Attitudes and behaviours that foster sociovocational integration and job retention

### Lesson Focus/Goals

- \* Examining attitudes and behaviours that foster sociovocational integration and job retention:
  - Adaptability
  - Sense of responsibility
  - Concern for health and safety
  - Open-mindedness
  - Discipline (e.g., punctuality, attendance)
  - Thoroughness
  - Patience
  - Autonomy
  - Perseverance
  - Vigilance
  - Curiosity
  - Sense of observation
  - Flexibility
  - Resourcefulness
  - Ability to cooperate
  - Self-control

### Materials Needed

- ✓ Clips of different work situations  
<https://www.youtube.com/user/ustheoffice>
- ✓ The Office Worksheet
- ✓

### Learning Objectives

- Establishes his/her personal and occupational profile
- Describe what strategies they use and recognize why they are effective
  - Judge the appropriateness of these strategies to other work-related activities.



	Gains an understanding of the job market <ul style="list-style-type: none"> <li>▪ Envision themselves as workers             <ul style="list-style-type: none"> <li>○ Share their discoveries and understanding of the world of work with others.</li> </ul> </li> </ul>
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**Structure/Activities**

Office Worksheet

The Office: Workplace Behaviors and Social Skills

Instructions:

Watch the selected clip from The Office and identify the inappropriate workplace behavior.

Record it in detail, how it affected others as well as what could be done differently.

Clip:

1. Describe the inappropriate workplace behavior.
2. How did it affect others in the office?
3. What would you have done different?

**Notes**

This activity could also be completed using clips from

- Undercover Boss
  - <https://www.youtube.com/channel/UCh2G7bjNDtEXEMwEiSbJRuQ>
  - <https://www.dailymotion.com/video/x3ma0ij>
- Dragon's Den
  - <https://gem.cbc.ca/media/dragons-den>
- Shark Tank
  - <https://www.ctv.ca/shows/shark-tank>

**Assessment**

- Coherent connections between his/her personal and occupational characteristics.
- Relevance of his/her thoughts on his/her future as a worker.

**WOTP Community of Practice**  
**Preparation for the Job Market**  
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