INTRODUCTION

• “You’ve Made The Right Choice”
• Upward Mobility
• Career Path, more than a job!
• Knowledge, Skills, Attitudes
• Why Some People Lose Jobs
• Why Some People Succeed

MODULE 2

“PROFESSIONALISM: KEEPING YOUR JOB”

• What Are Employers Looking For?
• Attendance and Punctuality
  • Calling in sick
  • Keep supervisor posted
  • Give yourself time to get to work
  • Breaks and “early outs” same as “late”
• Good Attitude
  • Upbeat
  • Pride
  • Cooperation
  • Open minded
• Good Attitude
  • Initiative
  • Responsibility
  • Sense of humor
  • Customer centered
• Workplace Culture
  • Values
  • Goals
  • Climate
• Tips for Success
  • Take notes
  • Look at job as learning experience
  • Positive first impression, but not show-off
• Effects of Negative Attitudes

MODULE 3

“BUILDING A STRONG RELATIONSHIP WITH YOUR SUPERVISOR”

• The Supervisors Job – You Need To Understand
  • Productivity /Quality
  • Safety
  • Coordination
  • Leadership
  • Cost Control
• Tips For Getting Along With Your Supervisor

• Non-Verbal Communication
  • Your attitude shows
  • 90% communication is non-verbal
  • The impression you make is how you are judged
  • Posture • Eye Contact • Voice Quality

• Workplace Politics
  • Avoid trouble-makers
  • Don’t be a pest
  • Don’t step on people

• On The Job Quiz
  • Discuss alternatives

MODULE 4

“TEAMWORK: GETTING ALONG WITH YOUR CO-WORKERS”

• Becoming A Team Player
  • Respect • Support
  • Help • Committed
  • Solutions not problems

• Do’s and Don'ts
  Discussion

MODULE 9

“RESOLVING CONFLICT”

• Causes Of Conflict
  • Work habits • Differences in age
  • Attitudes • Off the job problems
  • Personality or appearance

• Ways To Prevent Conflict
  • Think and walk away
  • Don’t take it personally
  • Avoid arguments, yours and others

• Conflict With Supervisors – “Respect Supervisors Decisions”
  • Gather thoughts • Speak calmly
  • Respect • Think and make case clearly

• Coping with Difficult Co-workers
MODULE 12
“SEXUAL HARASSMENT”

• What Is Sexual Harassment

• Following The Rules – Anticipate and Avoid!
  • Remember your role as professional
  • Do not comment on anyone’s physical appearance
  • Don’t use terms of endearment
  • Think before you speak
  • “No” means No
  • Think about your mother, wife, sister……

• If You’ve Been Harassed
  1) Confront the person
  2) Document and save details and dates
  …..if problem persists
  3) Go to your supervisor

MODULE 6
COMMUNICATION SKILLS I: "LISTENING AND SPEAKING"

• How Communication Works
  • Feedback needed to complete the cycle

• Effective Speaking
  • Timing
  • Positive attitude
  • Organization
  • Speak clearly, slowly, eye contact

• A Word About Reading – One Good Habit To Form

MODULE 10
“RECEIVING CRITICISM”

• What Is Criticism
  • Destructive – aims to hurt people
  • Constructive – aims to correct mistakes, advise, support

• Benefiting From Criticism

MODULE 12
“SUBSTANCE ABUSE ON THE JOB”

• The Effects Of Substance Abuse
  • Prevents you from getting a job
  • Get your fired
  • Endangers your safety and safety of others
  • Affects your well-being and state of mind
• Jeopardizes your relationships

• **Prescription Drugs On The Job**
  • Know *your* company’s policy
  • Inform safety staff and supervisor
  • Copy of prescription and only dosage needed

• **Do You Have A Substance Abuse Problem**

  *"MANAGING YOUR CAREER"*

• **You Are Responsible For Your Future**

• **Life-Long Learning**

• **Accessing your NCCER training records - User name, PIN, Transcripts**

• **Transferable Skills – Work To Improve**
  • Communication
  • Critical thinking
  • Literacy
  • Problem solving
  • Attitude

• **Technical Skills – where to continue your training and education**
  • Apprenticeships
  • Employment
  • Further Education
  • Military

• **Networking** “People Help People”

• **Resources**
  • ACRI - Go Build
  • Alabama College System
  • SkillsUSA
  • United Association
  • IBEW