UNIT 4

The Good Employee

Equips pupils with the necessary information and knowledge so that they may become responsible employees. It pays particular attention to appropriate behaviour and health and safety issues which will be of great benefit to pupils in all aspects of their life after school.
**LEARNING INTENTIONS**

By the end of this unit pupils will have had the opportunity to:
- identify the personal skills and qualities of a good employee;
- become aware of acceptable/unacceptable behaviour and dress in the workplace;
- become aware of the basic rights and responsibilities of;
  - an employee,
  - an employer;
- develop an awareness of health and safety in the workplace.

**SUGGESTED TEACHING & LEARNING ACTIVITIES**

1. As a class watch the ‘Good Employee’ DVD and discuss each scenario. Pupils may role play the scenarios or the situations suggested on the Teacher Briefing Sheet *Role Plays and Mimes*
   - Highlight what is expected of an employer and employee

2. Teacher leads discussion on a good employee eg punctuality, dress code using Activity Sheet 4(a) *The Good Employee*, Activity Sheet 4(b) *Skills Cards* and Activity Sheet 4(c) *Qualities Cards*

3. Pupils think of a person that they perceive is good at their job (should be an employee within the school) and using Activity Sheet 4(b) *Skills Cards* and Activity Sheet 4(c) *Qualities Cards* identify what makes them a good employee

4. Using the Activity Sheet 4(d) *Occupations Pictures*, class discuss how to dress for different types of work

5. Using Activity Sheet 4(e) *Health & Safety Signs* and Activity Sheet 4(f) *What Do Signs Mean?*
   - (a) Teacher leads class discussion on areas in the school where there are different Health and Safety signs
   - (b) Pupils tour the school recording the signs in each area
   - (c) Match signs to the location using the symbols, Activity Sheet 4(e) *Health & Safety Signs* and a map of the school

6. Teacher instructs pupils on fire drill procedures and carries out a practice drill with the class

**SKILLS DEVELOPMENT OPPORTUNITIES**

- Working with Others

**RESOURCES**

- Teacher Briefing Sheet *Role Plays and Mimes*
- DVD *The Good Employee*
- Activity Sheet 4(a) *The Good Employee*
- Activity Sheet 4(b) *Skills Cards*
- Activity Sheet 4(c) *Qualities Cards*
- Activity Sheet 4(d) *Occupations Pictures*
- Activity Sheet 4(e) *Health & Safety Signs*
- Activity Sheet 4(f) *What Do Signs Mean?*
UNITS OF WORK FOR PUPILS WITH MODERATE LEARNING DIFFICULTIES (KS 3)

Unit 4: The Good Employee (C4, C8, C9)

TEACHER BRIEFING SHEET ROLE PLAYS AND MIMES

Suggested Role Plays and Mimes

The class is split into 2 groups with a member of staff in each. Group 1 is given a scenario involving a bad employee. Group 2 are asked to point out what needs to be changed to make a good employee and act out the scenario again making the necessary changes.

The following are suggested scenarios for role plays/mimes corresponding with each section of the DVD.

Appearance
Kitchen assistant arrives at work with a dirty white coat, untidy hair, a dirty mouth, no hat and scratching their nose. The boss tells him/her that they can’t come to work looking like that and sends them home to get cleaned up.

Interview
Student goes for an interview for work placement as an assistant groundsperson. Turns up untidily dressed, with hands in pockets, slouches in the chair and chewing gum.

Appropriate Behaviour/Staying on Task
Student working as a shelf stacker is hard at work packing away packets of crisps. The job coach has to do a message and the student left alone then sits down on the floor and opens a packet of crisps and begins to eat them. A member of the public approaches and asks where to find the cornflakes. The student snaps at them to go away. At that minute the job coach returns and explains that this is not appropriate behaviour at work.

Health and Safety
Waiter ignores spilt water on the floor and walks on.

Manners and Demeanour
Hairdresser gowning up customer looks very cross and doesn’t attempt to communicate. The customer’s feet are banged with the brush as the hairdresser sweeps up but there is no apology.
UNIT 4: THE GOOD EMPLOYEE
Activity Sheet 4(a): The Good Employee
### UNIT 4: THE GOOD EMPLOYEE

**Activity Sheet 4(b): Skills Cards (1 of 5)**

<table>
<thead>
<tr>
<th>I CAN...</th>
<th>I CAN...</th>
<th>I CAN...</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Read signs and labels</strong></td>
<td><strong>Follow instructions</strong></td>
<td><strong>Give directions</strong></td>
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<tr>
<td><strong>SKILL CARD</strong></td>
<td><strong>SKILL CARD</strong></td>
<td><strong>SKILL CARD</strong></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I CAN...</td>
<td>I CAN...</td>
<td>I CAN...</td>
</tr>
<tr>
<td><strong>Write neatly</strong></td>
<td><strong>Use ICT</strong></td>
<td><strong>Explain ideas</strong></td>
</tr>
<tr>
<td><strong>SKILL CARD</strong></td>
<td><strong>SKILL CARD</strong></td>
<td><strong>SKILL CARD</strong></td>
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<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I CAN...</td>
<td>I CAN...</td>
<td>I CAN...</td>
</tr>
<tr>
<td><strong>Speak to new people</strong></td>
<td><strong>Use the telephone</strong></td>
<td><strong>Count accurately</strong></td>
</tr>
<tr>
<td><strong>SKILL CARD</strong></td>
<td><strong>SKILL CARD</strong></td>
<td><strong>SKILL CARD</strong></td>
</tr>
</tbody>
</table>
UNIT 4: THE GOOD EMPLOYEE
Activity Sheet 4(b): Skills Cards (2 of 5)

I CAN...
Listen to others
SKILL CARD

I CAN...
Work alone
SKILL CARD

I CAN...
Think of new ideas
SKILL CARD

I CAN...
Find information
SKILL CARD

I CAN...
Use a calculator
SKILL CARD

I CAN...
Read maps
SKILL CARD

I CAN...
Make speeches
SKILL CARD

I CAN...
Tell the time
SKILL CARD

I CAN...
Ask for help
SKILL CARD
UNIT 4: THE GOOD EMPLOYEE
Activity Sheet 4(b): Skills Cards (4 of 5)

I CAN...
Get up on time
SKILL CARD

I CAN...
Cope with emergencies
SKILL CARD

I CAN...
Lead a group
SKILL CARD

I CAN...
Complete tasks on time
SKILL CARD

I CAN...
Think quickly
SKILL CARD

I CAN...
Mend and fix things
SKILL CARD

I CAN...
Help others
SKILL CARD

I CAN...
Work safely
SKILL CARD

I CAN...
Read and understand instructions
SKILL CARD
UNIT 4: THE GOOD EMPLOYEE
Activity Sheet 4(b): Skills Cards (5 of 5)

I CAN...
Co-operate with others
SKILL CARD

I CAN...
Manage money
SKILL CARD

I CAN...
Design and make things
SKILL CARD

I CAN...
Speak another language
SKILL CARD

I CAN...
Take responsibility
SKILL CARD

I CAN...
Give advice
SKILL CARD

I CAN...

SKILL CARD

I CAN...

SKILL CARD

I CAN...

SKILL CARD
UNIT 4: THE GOOD EMPLOYEE
Activity Sheet 4(c): Qualities Cards (1 of 5)

I AM...
Sensitive
QUALITY CARD

I AM...
Polite
QUALITY CARD

I AM...
Punctual
QUALITY CARD

I AM...
Patient
QUALITY CARD

I AM...
Confident
QUALITY CARD

I AM...
Practical
QUALITY CARD

I AM...
Hardworking
QUALITY CARD

I AM...
Honest
QUALITY CARD

I AM...
Energetic
QUALITY CARD
UNIT 4: THE GOOD EMPLOYEE
Activity Sheet 4(c): Qualities Cards (2 of 5)

I AM...
Sociable
QUALITY CARD

I AM...
Outgoing
QUALITY CARD

I AM...
Observant
QUALITY CARD

I AM...
Careful
QUALITY CARD

I AM...
Responsible
QUALITY CARD

I AM...
Logical
QUALITY CARD

I AM...
Creative
QUALITY CARD

I AM...
Enthusiastic
QUALITY CARD

I AM...
Co-operative
QUALITY CARD
UNIT 4: THE GOOD EMPLOYEE
Activity Sheet 4(c): Qualities Cards (3 of 5)

I AM...
Dependable
QUALITY CARD

I AM...
Genuine
QUALITY CARD

I AM...
Enquiring
QUALITY CARD

I AM...
Cautious
QUALITY CARD

I AM...
Sensible
QUALITY CARD

I AM...
Helpful
QUALITY CARD

I AM...
Realistic
QUALITY CARD

I AM...
Calm
QUALITY CARD

I AM...
Assertive
QUALITY CARD
UNIT 4: THE GOOD EMPLOYEE
Activity Sheet 4(c): Qualities Cards (4 of 5)

I AM...
Accurate
QUALITY CARD

I AM...
Curious
QUALITY CARD

I AM...
Resilient
QUALITY CARD

I AM...
Strong
QUALITY CARD

I AM...
Funny
QUALITY CARD

I AM...
Motivated
QUALITY CARD

I AM...
Musical
QUALITY CARD

I AM...
Artistic
QUALITY CARD

I AM...
Mechanical
QUALITY CARD
UNIT 4: THE GOOD EMPLOYEE
Activity Sheet 4(c): Qualities Cards (5 of 5)

I AM...
Persuasive
QUALITY CARD

I AM...
Organised
QUALITY CARD

I AM...
Tidy
QUALITY CARD

I AM...
Adaptable
QUALITY CARD

I AM...
Tolerant
QUALITY CARD

I AM...
Considerate
QUALITY CARD

I AM...

QUALITY CARD

I AM...

QUALITY CARD

I AM...

QUALITY CARD
UNIT 4: THE GOOD EMPLOYEE

Activity Sheet 4(d): Occupation Pictures (2 of 4)
UNIT 4: THE GOOD EMPLOYEE
Activity Sheet 4(d): Occupation Pictures (3 of 4)

OCCUPATION CARD

OCCUPATION CARD

OCCUPATION CARD

OCCUPATION CARD
UNIT 4: THE GOOD EMPLOYEE
Activity Sheet 4(d): Occupation Pictures (4 of 4)
### Activity Sheet 4(e): Health & Safety Signs

<table>
<thead>
<tr>
<th>Fire exit</th>
<th>DANGER Electric shock risk</th>
<th>Do not touch</th>
<th>Fire door keep closed</th>
<th>Phone</th>
<th>DANGER Highly flammable</th>
<th>Drinking water</th>
<th>No swimming</th>
<th>Heart First Aid</th>
<th>Warning</th>
<th>Scissors</th>
<th>Fire Extinguisher</th>
</tr>
</thead>
</table>
## Activity Sheet 4(f): What Do Signs Mean?

<table>
<thead>
<tr>
<th>Color</th>
<th>Means</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLUE</td>
<td>MEANS</td>
<td>MUST DO</td>
</tr>
<tr>
<td>RED</td>
<td>MEANS</td>
<td>DON’T DO</td>
</tr>
<tr>
<td>YELLOW</td>
<td>MEANS</td>
<td>WARNING</td>
</tr>
<tr>
<td>GREEN</td>
<td>MEANS</td>
<td>SAFE CONDITIONS</td>
</tr>
</tbody>
</table>