

The background features a dark blue gradient with a subtle pattern of white stars. Overlaid on this are several technical diagrams in a lighter blue color. These include circular gauges with numerical scales (e.g., 140, 150, 160, 170, 180, 190, 200, 210, 220, 230, 240, 250, 260), dashed lines, and curved arrows indicating motion or flow. The diagrams are positioned primarily on the left and top-left sides of the page.

# SKILLS TO PAY THE BILLS

JOB SKILLS 9 THRU 12<sup>TH</sup> GRADES

# GEORGIA BEST LESSON PLANS

**EMPLOYER  
EXPECTATIONS**

**ATTENDANCE and  
PUNCTUALITY**

## 12<sup>th</sup> GRADE LESSON PLAN

**ATTENDANCE and PUNCTUALITY:** The ability to come to work/school every day on time; leave and return for meals and breaks on time; the ability to notify supervisor/instructor in advance of planned absences; make up work or assignments punctually; come to work/school prepared to work.

*Purpose:*

Upon completion of this module, the student will understand the importance of maintaining good attendance and being punctual in the workplace. In addition, the objectives listed below should be met.

*Objectives:*

- Ability to recognize the importance of maintaining a good attendance record.
- Ability to understand the importance of being punctual in all aspects of life.
- Ability to understand how your attendance and time management skills can positively and negatively affect your life.
- Ability to recognize the importance of being prepared for things and how this impacts others

*Overview:*

This module concentrates on teaching students to recognize that attendance, punctuality, and being prepared have widespread impacts on personal reputation and opportunity. In addition, attendance and punctuality affects other students and a teacher's planned activities. Maintaining good attendance sets a tone of commitment and accountability, and by nature if not maintained, portrays a lack of commitment and/or accountability. These perceptions, whether accurate or not, can adversely affect a person's reputation and the potential for future opportunities. Lessons provide students with an understanding of the importance of being prepared vs. unprepared.

**PERSONAL  
CHARACTERISTICS**

**ATTITUDE**

## 11<sup>th</sup> GRADE LESSON PLAN

**ATTITUDE:** The ability to demonstrate a positive, optimistic outlook; take responsibility for actions; use appropriate language; avoid gossip; show politeness; smile on a regular basis; to be enthusiastic and self-confident; take direction; to be eager and motivated to complete tasks.

*Purpose:* Upon completion of this module, the student will understand the importance of bringing a good attitude to the classroom and the workplace. In addition, the objectives listed below should be met.

*Objectives:*

- Ability to recognize the difference between a positive and negative attitude
- Ability to understand and demonstrate the characteristics of a good attitude
- Ability to understand how your attitude affects your daily life and future

*Overview:*

This module concentrates on teaching students to recognize and display the proper personal attitudes and develop realistic expectations for themselves in school and at work. The key to obtaining the proper attitude is to always strive to do the best job at every task. It is also important to recognize that attitudes are not set in stone. Students (and teachers) have the ability to change their attitudes. Positive thinking will do much to improve how students feel about themselves and their abilities. In addition, students will have an opportunity to gain an understanding of the importance of a good attitude by participating in various activities designed to stimulate thought and discussion.

# GEORGIA BEST-SKILLS TO PAY THE BILLS

INTERACTIONS  
WITH OTHERS

## TEAMWORK

### 10<sup>th</sup> GRADE LESSON PLAN

**TEAMWORK:** The ability to work collaboratively and cooperatively with others toward a common goal or success of the team; participate appropriately as a team member by assisting others or requesting help when needed; handle criticism, conflicts, and complaints appropriately; demonstrate leadership; relate well to others; take an interest in what others say and do in order to build relationships; contribute to the group with ideas, suggestions, and effort; the ability to participate in group decision-making.

*Purpose:*

Upon completion of this module, the student will understand the importance of teamwork and being a team player in the workplace. In addition, the objectives listed below should be met.

*Objectives:*

- Ability to be a great team player in different aspects of life
- Ability to recognize the different roles that are required for a team to be successful
- Ability to understand that team work and collaboration aren't always easy

*Overview:*

This module concentrates on teaching students the importance of teamwork and being a team player. The key to teamwork is collaborating and cooperating with others in many different settings. Teamwork and being a team player is not only a skill that is used in sports, but it's also very important in the workplace. The ability to work well with others is a skill that will bring success in the future. In addition, students will have an opportunity to gain an understanding of the importance of teamwork by participating in various activities designed to stimulate thought and discussion.

Employer  
Expectations

## CRITICAL THINKING and PROBLEM SOLVING

### 9<sup>th</sup> GRADE LESSON PLAN

**CRITICAL THINKING AND PROBLEM SOLVING:** The ability to analyze facts and use a logical approach to form an accurate, objective decision or plan of action; recognize and clearly define a problem, determine the cause, identify, prioritize, and select alternatives for a solution, then implement the solution even for difficult or complex issues; evaluate and monitor progress and revise the plan as needed; the ability to identify resources needed to solve a problem; generate new ideas; consider the relative costs and benefits of potential actions to choose the most appropriate one; discover a rule or principle underlying the relationship between two or more objects and apply it to a new situation or when solving a problem; the ability to "think on one's feet", assess problems, and find well-thought out solutions within a reasonable time frame; the ability to think critically and creatively, share thoughts and opinions; the ability to understand framework for sound ethical decisions.

*Purpose:*

Upon completion of this module, the student will understand the importance of being a critical thinker and problem solver and the role they play in being successful. In addition, the objectives listed below should be met.

*Objectives:*

- Ability to use critical thinking skills on a daily basis
- Ability to follow the specific steps to solve a problem
- Ability to recognize the importance of critical thinking and problem solving
- Ability to recognize how critical thinking and problem solving apply to work

*Overview:*

This module focuses on teaching students the importance of critical thinking and problem solving. Students will work to improve these skills through activities and guided discussions with their class. They will discuss aspects of critical thinking and problem solving such as the steps to take to become a critical thinker, the specific steps to solve a problem, and the importance of utilizing these skills in all aspects of life.

# VIDEO SERIES

<https://www.pacer.org/transition/video/player.asp?video=93>

Student Directions: Students are to watch video series. Each video is 2 minutes long. Students are to write how they interpret good vs. bad job skills and write an analysis of each video.

# STUDENT WORK SAMPLES AND RESPONSES

Aadyn Watson

Skills To Pay the Bills

2/4/2020

## Professionalism

A professional is a member of a profession or any person who earns their living from a specified professional activity. The term also describes the standards of education and training that prepare members of the profession with the particular knowledge and skills necessary to perform their specific role within that profession. In addition, most professionals are subject to strict codes of conduct, enshrining rigorous ethical and moral obligations. Professional standards of practice and ethics for a particular field are typically agreed upon and maintained through widely recognized professional associations. Some definitions of "professional" limit this term to those professions that serve some important aspect of public interest and the general good of society.

## Communication

People don't know what other people are saying when you're just talking in text, you have to make yourself clear, and communication can help you better with your future jobs and such. It will also help you with talking with other people your helping with fellow customers. You put a wall up when you can't communicate with other people especially when they can't determine what you're talking about or if you're trying to help them with an issue.

## Teamwork

Teamwork is the collaborative effort of a group to achieve a common goal or to complete a task in the most effective and efficient way. This concept is seen within the greater framework of a team, which is a group of interdependent individuals who work together towards a common goal

## Soft Skills- Networking

To be a successful networker, you need to have highly developed soft skills, or interpersonal skills, as well as a strategic perspective. Assessing your own abilities can be hard. But it helps to understand your own strengths and weaknesses before you try and improve your networking skills.

Comments: Aadyn, you demonstrated mastery of the video series and understands the purpose of each scenario. You were able to see the professional versus unprofessional side of each situation and understand the importance of professionalism in the workplace.

Cedric Johnson

2/4/2020

## Skills that pay the bills

### Professionalism

The man who wasn't wearing the suit will most likely not get the job compared to the man who was wearing the suit. If that was me I would wear a suit and come in and show respect because the first guy wasn't showing respect. If you come in like the first guy it gives off your body language, it tells the person that you really don't care for the job. If I come in for a job interview I'm going to try my best to look them in the eye and talk and be respectful. The first guy even answers his phone while she was talking to him so I think the second guy should be the one to get the job instead of the first guy.

### Communication

If you don't have good communication skills you really don't need a job until you work on communicating with people because when you have a job you will be talking to a lot of people. If you and other people communicate well you are most likely to keep your job. If you don't communicate well you will most likely have trouble with your job. It's not just your job, it's anything you do as well.

### Team work

She did good giving people that helped her credit because you should always give credit to people that helped you on something. If you just take all the credit you will not get many things in life. For example, if I do a project with people and I take all the credit that'll be the wrong thing to do if they helped me on the project as well. Taking all the credit can't take you to the wrong path in life

### Soft skills/ Networking

Doing research on a job you won't is a good thing to do so you can know everything you need to know when you have the interview for the job. Also, if you don't research the job you want you won't know anything about the job. Researching things can help you out a lot when it comes to a job.

Comments: Cedric, you demonstrated helpful tips on how to take what you have learned apply it on the job. You understand the skills needed for obtaining your first job and keeping it!