



Oklahoma Cooperative Extension Service  
Oklahoma State University

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# Pathways to Success

A Basic Living Skills Curriculum

## Be a Good Worker

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## **Leader Materials**

### **Be A Good Worker**

**Objective:** To assist the learner to be a successful worker on the job

**Materials Needed:** Learner's guide, pencils, paper

**Introduction:** Think of two people you would like to work with. Think of two people you would not like to work with. Write down on a piece of paper why you would or would not want to work with these people.

## To Say

## To Do

<p>Today we are going to discuss being a good worker.</p>	<p>Read page 1 of the learner's guide. Ask learner if they feel better about themselves when they do a job well. Ask the learner if people they choose to work with are good workers. Is this why they chose them?</p>
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## Be a Good Worker

Today you will learn: How to be a good worker.



## To Say

## To Do

<p>Good impressions can be important to keeping a job.</p>	<p>Read pages 2 and 3 of the learner's guide. Discuss what people see when they look at the learner. Ask learner what are his/her good traits. What are some that need improvements?</p>
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### Good Impressions

80 percent of workers are fired because of poor work habits. What do people see when they look at you?



Work hard  
Want to work  
Act pleasant  
Treat others fairly

Lazy  
Doesn't want to work  
Sassy  
Cheat the boss

A positive attitude and good work habits can be learned. It takes time and effort.



Looking nice and being friendly are important for a good impression. Are your clothes right for the job? Are you neat and clean? Are you noisy? Do you swear or cuss? Are you rude? You may know how to do the job but looking sloppy or sounding bad will give a bad impression. Use the grooming checklist to check yourself.

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#### GROOMING CHECKLIST

Good grooming is being clean, neat and showing good taste in hairstyle and clothing. How do you rate yourself?

- |         |  |  |
|---------|--|--|
| BODY    | <ul style="list-style-type: none"> <li>- Daily bath or shower</li> <li>- Use deodorant</li> <li>- Underarms dry and clean</li> </ul> | <ul style="list-style-type: none"> <li>- Body odor</li> <li>- Needs shaving</li> <li>- Dirty skin</li> </ul>                                   |
| HAIR    | <ul style="list-style-type: none"> <li>- Clean</li> <li>- Neat</li> </ul>  | <ul style="list-style-type: none"> <li>- Dirty</li> <li>- Needs trimming</li> </ul>  |
| FACE    | <ul style="list-style-type: none"> <li>- Clean</li> <li>- Fresh, natural looking</li> </ul>  | <ul style="list-style-type: none"> <li>- Dirty</li> <li>- Beard stubble</li> <li>- Too much makeup</li> </ul>                                  |
| TEETH   | <ul style="list-style-type: none"> <li>- Clean, brushed often</li> <li>- Fresh breath</li> </ul>                                     | <ul style="list-style-type: none"> <li>- Not brushed today</li> <li>- Bad breath</li> </ul>  |
| HANDS   | <ul style="list-style-type: none"> <li>- Clean</li> <li>- Nails trimmed</li> </ul>   | <ul style="list-style-type: none"> <li>- Dirty or stained</li> <li>- Nails too long</li> <li>- Nails chewed off</li> </ul>                     |
| POSTURE | <ul style="list-style-type: none"> <li>- Stand and sit straight</li> </ul>   | <ul style="list-style-type: none"> <li>- Stoop or slouch</li> </ul>  |
| CLOTHES | <ul style="list-style-type: none"> <li>- Correct for work</li> <li>- Clean</li> <li>- Look pressed</li> <li>- Fit well</li> </ul>    | <ul style="list-style-type: none"> <li>- Not correct for work</li> <li>- Dirty or stained</li> <li>- Wrinkled</li> <li>- Fit poorly</li> </ul> |
| SHOES   | <ul style="list-style-type: none"> <li>- Correct for work</li> <li>- Clean, polished</li> </ul>                                      | <ul style="list-style-type: none"> <li>- Not correct for work</li> <li>- Dirty or scuffed</li> </ul>   |
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## To Say

## To Do

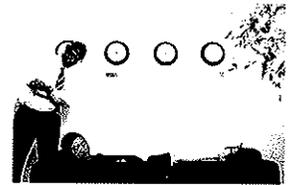
Getting along with your employer will be important as a good worker.

Read and discuss pages 4 and 5 of the learner's guide. Be prepared to give examples of workers illustrating the traits listed on page 4 of learner's guide. Additional traits that employers may want would be honesty, flexibility, on-time, positive attitude and reliability. Brainstorm ideas or situations to illustrate these characteristics. Have learner rate themselves with the chart on page 6.

### Your Boss

Employers look for workers with these traits. Explain what these traits mean to you.

1. Understand and follow directions
2. Cooperative (co-op-er-a-tive)
3. Dependable (de-pend-a-ble)
4. Show initiative (in-i-ti-a-tive)
5. Loyal (loy-al)
6. Honest (on-ist)



Find these good traits.

O N T I M E T Z B  
R L S T A E H H P  
M E O U S M I L E  
I A D W B J N Q X  
G R C L F N K V K  
U N H A P P Y M C

On time  
Smile  
Happy  
Think  
Learn

Turn the page to find out how you are doing with these traits.



SKILL/TRAIT \_\_\_\_\_ MEANING \_\_\_\_\_ RATING \_\_\_\_\_

			<u>Some-</u>		
			<u>No</u>	<u>times</u>	<u>Yes</u>
1.	Time Control	Be on time, work eight hours.	1	3	5
2.	Cooperation	Share, help other workers.	1	3	5
3.	Reliable	Be on time, finish work.	1	3	5
4.	Follow Directions	Follow directions to do things the right way.	1	3	5
5.	Accuracy	Make few mistakes.	1	3	5
6.	Thoroughness	Finish all parts of the work.	1	3	5
7.	Flexible	Change ways of doing things.	1	3	5
8.	Concentration	Think about the work to do.	1	3	5
9.	Fact	Say things in a nice way.	1	3	5
10.	Judgment	Think before talking.	1	3	5
11.	Attitude	Be happy.	1	3	5



## To Say

## To Do

Co-workers add fun and socializing to our work.

Read page 7 of the learner's guide. Discuss the tips for working with others. Explain any the learner doesn't understand.

### Your Co-workers

Co-workers are the people you work with. Work can be fun and successful when co-workers get along together. Here are some tips for working with other people.



#### Tips:

1. Work out problems by talking.
2. Be friendly.
3. Respect others.
4. Be a team worker.
5. Smile.
6. Show energy and be happy.
7. Cooperate.
8. Show understanding.
9. Don't get too chummy with one person!

## To Say

## To Do

Keeping a job will make you a good worker. The bee's help us with suggestions for keeping a job.

Discuss pages 8 and 9 with the learner.

### Keeping Your Job

Once you find a job, you will want to keep it. The Bee will give you suggestions for keeping your job.



Be someone to count on.  
Be neat.  
Be on time.  
Be dressed right for job.



Be honest.  
Be willing to learn.  
Be sure to call if you cannot go to work.

Be willing to get along with others.  
Be sure to leave your personal life at home.  
Be aware of employee rules.



Be proud of yourself and your job.

Be sure to give a two week notice  
before leaving a job.

Be aware of safety.

Be willing to talk about problems.



Be responsible.

Be flexible.



Being proud of what you produce can be one of the  
greatest rewards from your work.

## To Say

## To Do

No matter how good a worker we are, there can be problems. Let's look at some common problems.

Read page 10 of the learner's guide. Have learner write out solutions to the problems. Give other solutions from your own experience. Read pages 11 and 12 and do the same.

### Avoid Problems at Work

1. Sally is not a very dependable worker. What happens to the other employees when Sally does not do all of her job?

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2. What might happen to Sally?

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3. Shawn just found out the child care giver cannot keep her son. Shawn is afraid to tell her boss. Shawn does not know what to do. What do you suggest?

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4. Eric doesn't understand part of the job he is to do. This makes him angry. What should Eric do?

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5. Ann is loyal to her employer. Cathy is not loyal to her employer. How can Ann help Cathy be more loyal? What would you say?

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6. Don's car won't start and it's time to go to work. What should he do? Why?

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7. Pam took 3 bottles of pop from the grocery store where she works. Is this okay to do?

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## To Say

## To Do

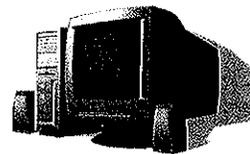
Some problems are bigger.

Read page 13 of the learner's guide.  
Discuss case study.

### Case Study

You are an assembler. You began your new job yesterday. The parts you put together will make a computer. Your supervisor showed you how to put the parts together. She said it will go slow at first. In a few days you will get faster. But this morning another worker showed you a shortcut. It is a lot faster. Sometimes the parts do not fit together as well. Other workers that inspect the parts give them back if they don't fit together. Then you have to start over.

1. Will you use the fast way and put more parts together?
2. Will you use the slow way so parts will not be sent back to you?
3. Should you ask your supervisor?



## To Say

## To Do

Let's review the main points of a good worker.

Read page 14 of the learner's guide. Discuss any concerns or problems learner may have as a worker. Fill in learner's name on certificate on page 15.

Keeping a job and being successful on the job are important. Review the tips below for being successful.

1. Arrive at work early.
2. Only take the time for breaks and lunch you should.
3. Be honest with your employer.
4. Follow company rules.
5. Get along with others.
6. Do a good days work.
7. Willing to learn.
8. Finish your work.
9. Do the job quickly.
10. Smile.



Can you think of other successful tips?

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**CERTIFICATE**

This is to certify that

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has finished the lesson on

**BEING A GOOD WORKER**



### **Extra Activities:**

- Ask someone to conduct a mock interview for the learner. Ask this interviewer to suggest ways the learner could improve and point out the good things the learner did during the mock interview.
- Take learner shopping for clothes or look through a catalog. Identify clothing for the job learner wants or has.

### **Lesson References:**

Clark, Val (2001). *Getting and keeping the job: Success in business & technical careers*. Upper Saddle River, NJ: Prentice Hall.

Goble, Dorothy(1985). *How to get a job and keep it*. Austin, TX: Streck-Vaughn.

Kimbrell, G. & Vineyard B. (2006). *Entering the world of work*. Student Edition, Groveport, OH: Glenco & McGraw Hill.

Safford, H.N. (1983). *The working citizen*. Cincinnati, OH: South-Western Publishing.