Module 1: Job Readiness

1-1: Ready to Work!

Description
Student learns how to prepare and be ready to work for each work session by following a specific routine. This lesson will teach students what the expectations are when working and how to prepare for each work session by following a specific routine.

Prior to the Session
- On a wipe board write the date in the following format mm/dd/yy
- Under the date, place the job for the session, READY TO WORK, in capital letters.
- Determine which set of worksheets, TEXT (Set 1) or PICTURE (Set 2), each student will use and make copies as needed.

Materials for each student:
- Pencil
- Print out of
  - TEXT (Set 1):
    » Worksheet 1-1a: Ready for Work! (Text)
    » Worksheet 1-1c: Vocabulary List
  - PICTURE (Set 2):
    » Worksheet 1-1b: Ready to Work! (Pictures)

Procedure for PICTURE (Set 2)

1. Distribute Worksheet 1-1b: Ready to Work! to each student. Allow each student to write in their name and the date.

2. “Today you are going to learn about how to prepare work. You are going to learn different ways you can make sure you are ready to work. Can everyone please put their finger on the first question. It says ‘When you come to the classroom, how should you greet your teachers and co-workers?’ Look at the first picture. Should you come in mad or really angry that you have to work? No! Right, so mark a big X over that picture. Look at the next picture, should you come into the classroom yelling or being really loud? No way! So mark a big X over that picture. The next picture is someone being very silly. When you are working is it a time to be silly? No, so mark a big X over that picture too. Now look at the last picture. That is a picture of someone waving. When you first come into the classroom, should you wave and say hello to your supervisor? Yes! Nice job! Circle the picture of the person waving.”

3. “Next can everyone put their finger on question number two. It says ‘After saying hello, what should you do next?’ Look at that first picture, should you say hello and then sit right down anywhere you like? No way right! So place a big X over that picture. Look at the next picture, would you say hello to your supervisor and then start to talk to your friends? No, so place an X over that picture. Now look at the next picture, after saying hello, would you then walk around the room? No! Right! So mark a big X over that picture too! The last picture is of the time sign. Do you come in, say hello and then sign in with your time card? Yes! You are right! Nice job, circle to picture of the time sign. You always want to sign in after you say hello to your supervisor.”

4. Build on each question allowing each student to share an observation, thought or correct answer. This allows each student to connect to the concept behind the lesson and take the learning further than writing in an answer.

5. “Please find question number three, It says ‘Once you sign in, how can you show your supervisor that you are ready to work?’ Look at the first picture. Do you walk around the room after you sign in? No, you are right, so place a big X over that picture. The second picture is of someone being silly, do you sign in and act silly with those around you? No, good job! Put a big X over that picture too! Now look at the next picture, do you sign in and then hang out and start talking with your friends? No way right! Put a big X over that picture. The last picture shows someone with their eyes forward, not being silly and ready to work. Do you sign in and then say to your supervisor I am ready to work! Yes! You do! Nice job! Circle that picture of a person with their eyes forward, not being silly or talking and showing they are ready to work! Now you are ready to work!”

6. Once the worksheet is completed, collect the worksheets.

Free sample from the I Can Work! program (SKU LS1519) available from www.therapro.com
1. When you come to work how should you greet your teachers and co-workers?

   Angry  Be Loud  Be Silly  Wave

2. After saying hello what should you do next?

   Sit Down  Talk Out Loud  Walk Away  Time Card

3. Once you sign in how can you show your teacher that you are ready to work?

   Walk  Be Silly  Talk Out Loud  Be Ready

Now you are ready to work!  

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