

Workplace Readiness Skill

Personal Qualities and Abilities

Activity Sheet

Skill 2

Work Ethic

In the workplace, being dependable, having a positive attitude, and giving your best effort are valued traits. These traits are all a part of the skill called work ethic. When someone has a strong work ethic, they bring value to employers because they make sure tasks get done well.

Description of Work Ethic

Demonstrating work ethic means that you always work to the best of your abilities, you are dependable and accountable for your actions.

Examples of showing work ethic:

- Giving 100% when folding laundry, even though you are tired because you stayed up too late.
- Telling your boss you made a mistake on a report instead of hiding it or blaming it on someone else.

Menu of Activities

These activities are designed to help families discuss and practice work ethic. Choose one or more activities to complete with your child.

Activity 1: Strong Work Ethic - Family Discussion

1. Talk with your child about what makes a strong work ethic and why it is important at work and home.
2. Share examples from your job, home, or community of people who demonstrated a strong work ethic and those that have not. Discuss the outcomes of both.

For example:

A co-worker in my landscaping company was responsible for mowing the lawn. My co-worker often stayed up late and was tired during work hours. She would take an extra-long time mowing the lawn because she just didn't feel like moving faster. The company started losing business because my co-worker showed a poor work ethic by not trying her best.

3. After the discussion, work together to write, draw, or tell a story that demonstrates a positive work ethic.
 4. Take it a step further and role-play or act out the story you developed together.
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Activity 2: Work Ethic at Home

1. With your child, identify chores within the home or community (e.g., grocery store) that will be your child's responsibility.
2. Create a monitoring chart to review your child's work ethic while completing their task. Include behaviors like, "tried my best," "completed the chore" and "completed the chore in a timely manner."

For example:

- Use a printable sheet (example found on page 3).
 - Use an app like [I-Connect](http://iconnect.ku.edu) (iconnect.ku.edu) or [Score IT](http://bit.ly/scoreit-ios) (bit.ly/scoreit-ios) to monitor progress.
3. Every time your child completes an assigned chore or responsibility, complete the monitoring chart and provide feedback on what they did well. Discuss how they can improve.

Activity 3: Work Ethic Examples

1. Talk with your child about what makes a strong work ethic and why it is important at work and home. Share some examples of how you have shown a positive work ethic at home or at work.
2. Read the following scenarios, and ask them to say "Yes" or "No" as to whether this is an example of a good work ethic:
 - a) Marco is given a project at work, and he says he will have it finished in four days. He works on it a little bit every day, and shows his boss the finished project on the fourth day.
 - b) David has a task that he doesn't know how to do. He is too nervous to ask for help. After a week, and he still hasn't finished it.
 - c) Kia has to pick up her kids after school, so she leaves work a little bit early. She wants to make sure she gets her work done, so she also shows up to work a little bit early to make up for it.
3. For more practice, develop additional scenarios.

Reflection

Review the questions with your child and respond together after completing the activities.

- Did this information help your family better understand demonstrating work ethic?
- What was easy or hard about learning and practicing this skill?
- Why is this skill important to use at home and at work?
- How do we continue to practice this skill in the home and in the community?
- What additional information or resources do I need to continue to practice this skill?

Activity 2 Example Sheet

Below are two examples of how you can create a monitoring system for building work ethic:

Example 1:

Directions to use:

1. In the first column write down the chore.
2. Write out the desired work ethic behaviors in the top row (you can, but do not need to use the examples provided).
3. After the chore is completed, put a checkmark, sticker, or initials in the box if your child exhibited the behavior.
4. In the last column provide the total of exhibited behaviors.

Chore	Completed the entire chore	Completed the chore to the best of my ability	Finished in a timely manner	Total
Mow yard	✓	✓	–	2/3
Make the bed				

Example 2:

Directions to use:

1. In the first box in the first column, write down the chore.
2. Write out the desired work ethic behaviors in the boxes below the chore (you can, but do not need to use the examples provided).

Chore: Mow the Yard	Completed	
I completed this chore the best of my ability.	YES	NO
I completed ALL parts of this chore.	YES	NO
I finished this chore in a timely manner.	YES	NO
Total:	/3	