

January 13, 2014

Credit Union

1. Journals—Due January 17th
2. BAA—All completed 100% ready to upload —January 17th
3. Workplace Readiness Test—Due January 17th
 - a. If you took it, who did you take it, with and what is your score? You must write this down a on a piece of paper and give to Mrs. Albrecht.
 - b. Must be taken by January 17th

4. Journal Entry—Wednesday, January 15th

Write about your experience with this event. How did you help make this happen? What did you do? How did you feel in the end? What could be improved upon? What was the most effective tool that we used?

Apple Federal Christmas Dart Game

- a. December 2nd–20th ONLY G-day lunches. Only for the month of December
- b. Four weeks to get it ready and promote it. November 4th–25th
- c. Three weeks to run it
- d. *Our goal is to open 18 accounts, but for the bonus, open 20 accounts. Each student has to open two accounts.

How we are going to promote it

- e. Flyers
- f. Announcement
- g. Word of mouth
- h. *If possible, ask teachers to talk to classes.

Prizes

- i. Smaller prize—lanyards or a bag of candy
- j. Medium prize—headphones
- k. Bigger prize—\$10/\$15 gift cards to the mall/Chipotle

5. Journal Entry—Friday, January 17th

Prove Your Workplace Readiness

No matter whether you work in business, science, automotive, IT, food service, or another field, your supervisor will expect good ethics. How do you convince a supervisor you have what it takes? Try applying these traits from the last *Career Headlines*.

Show you are dependable in every situation. That's reliability.

Example: You're in the middle of one of the most fun projects your supervisor has ever assigned. She interrupts and asks you to do something different, but you'll lose focus by stopping. Suggesting someone else help her might be okay, but you

decide she must have a good reason for choosing you, so you do as requested.

Prove you'll work to make your firm successful. That's dedication.

Example: The boss is on a trip for two days. Since he's out, you might catch up on personal emails, text friends, read celebrity blogs, take extra time at lunch, or leave early. Instead, you get a step ahead on work that will be needed after he returns and also ask co-workers if they need help.

Make every minute count. That's productivity.

Example: No one knows how much time it takes for your tasks, so slacking off might not be a problem. Instead of slacking off, you complete a large amount of work and refuse to allow your mind to wander. For the benefit of the company, you're always "on" when at work.

Show you can work with anyone. That's cooperation.

Example: One of your team members is negative and defensive, but you put effort into getting along with him. When working together, you do everything possible to make the experience a good one.

Practice your core values. That's character.

Example: Since a customer isn't specific about why he complained, you could leave out damaging information about your involvement. Since good character is in your DNA, you clarify and resolve the problem.

Action: Imagine the career field you see yourself in after graduation. Name one way you can show each of the workplace readiness characteristics.

So how do you convince me that you have what it takes? WRITE! WRITE!