

November 13, 2013

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Credit Union

1. Journal entry—Date your entry. Due, November 13th

The Role of Social Skills in Career Success

Social skills go hand-in-hand with work ethics. Your abilities in these two areas will determine how successful you become in a career. Without these, attending a name-brand college or making all A's won't take you far.

People with strong social skills report high performance ratings, frequent promotions, and appropriate salaries. The good news is that both work ethics and social skills can be learned.

What are social skills, and how do they apply to work?

Social skills start with being able to perceive social situations at work correctly. If you can't sense the political environment, you won't know how to behave.

For example:

- Should you address a boss or client by first name or use Mr., Ms., or Dr.?
- When should you show emotion at work, and when should you not?
- When should you inject your opinion, and when should you remain quiet?
- How should you dress for a work-related social occasion?
- When will your assistance be seen as helpful, and when will it be seen as meddling?

Social skills require you to adapt your behavior to changing work situations. To be successful, you must develop social behaviors that will be received positively, rather than negatively, by others.

Think about mature and immature social skills at work, and list five after each example below.

Mature social skills

Immature social skills

2. BAA (Business Achievement Awards)—Fourth round of rough drafts are due November 15th. I should have six to seven to edit. Come to closure on documents, so they are ready to upload! They must be e-mailed to ralbrecht@mcpsva.org. I will make suggestions, and then you will make corrections.
3. The DART GAME! Ready to roll out by November 25th. You will need to do the following:
 - a. Flyer—Due, November 15th. Must be e-mailed to ralbrecht@mcpsva.org. I will make suggestions, and then you will correct. The flyer that conveys the information the best with the most pleasing graphics and fonts will be used.
 - b. Announcement—Due, November 15th. Must be e-mailed to ralbrecht@mcpsva.org. I will make suggestions, and then you will correct. The best one will be used.
 - c. PowerPoint slideshow—Due, November 19th. Must be e-mailed to ralbrecht@mcpsva.org. I will make suggestions, and then you will correct. The best one will be used.

- d. Working the Lunchroom—Due, November 19th. What is the dialogue that you are going to have with your classmates? You and a partner create a conversation that you would have and answer potential questions. Must be e-mailed to ralbrecht@mcpsva.org. I will make suggestions, and then you will correct. The best one will be used. This is your word-of-mouth advertising.
- e. As a whole—Due, November 19th. You need to change the word “Christmas.” Some people find it offensive.
- f. As a whole—Due, November 21st. The Dart Game. This will allow you time to make sure it works and allow for any modifications that you can make on the 25th.

Notes from Tamara via the conversation with Erin

Apple Federal Christmas Dart Game

December 2nd–20th ONLY G-day lunches. Only for the month of December
4 weeks to get it ready and promote it. November 4th–25th
3 weeks to run it

*Our goal is to open 18 accounts but for the bonus open 20 accounts. Each student has to open 2 accounts.

How we are going to promote it

Flyers

Announcement

Word-of-mouth

*If possible, ask teachers to talk to classes

Prizes

Smaller prize—lanyards or a bag of candy

Medium prize—headphones

Bigger prize—\$10/\$15 gift cards to the mall/Chipotle