

Motivational, easy-to-use materials on:
 Work Readiness • Workplace Ethics • Career and Academic Integration • Personal Money Management

Index to Free Mini-Lessons

Lesson	Title	Standards	Correlations
1	Apples, Oranges, and Employees	(1) Analyze an employee's role and responsibilities in a business in relation to personal characteristics. (2) Demonstrate effective communication skills for securing employment. (3) Respond to questioning with relevant information in support of the particular objective.	Practical Reasoning, Career Exploration, Interviewing, Work Readiness
2	Break the Bad Money Habits	(1) Apply math to real world situations. (2) Calculate the sum of a group of numbers. (3) Solve real-world problems using fractions and percents. (4) Organize and interpret data, and communicate results and analysis.	Math, practical reasoning, analysis, career exploration
3	Nurse, Please Help Me	(1) Identify skills and education related to specific careers. (2) Use tools and devices appropriate to a career. (3) Describe the basic structure and functions of the human body systems. (3) Follow instructions and procedures carefully. (4) Work with people effectively.	Career education, biology, communication
4	Attitude is Everything	(1) Demonstrate appropriate social behaviors. (2) Interpret verbal and nonverbal messages correctly. (3) Assess self accurately, set personal goals, monitor progress.	Employability, Interpersonal Relationships, Communication
5	Is it a critique or is it criticism?	(1) Demonstrate analysis skills. (2) Ask questions for clarification. (3) Use strategies appropriate to a given situation to prevent and resolve conflicts.	Conflict resolution, relationship building, communication
6	Party Time	(1) Identifies problems, alternative solutions, and consequences of alternative solutions. (2) Uses appropriate techniques to resolve given problems. (3) Chooses ethical courses of action. (4) Demonstrates adaptability, dependability, and responsibility and social behaviors such as tolerance, honesty, empathy, and courtesy.	Workplace ethics, work readiness, critical thinking, problem solving
7	It's OK. I Work Here.	(1) Identify problems, consequences and alternative solutions. (2) Use critical thinking to resolve problems. (3) Demonstrate dependability and responsibility	Problem solving, critical thinking, employer expectations, writing skills
8	It's Not My Fault!	(1) Receive, interpret, and respond to verbal and nonverbal messages in a manner appropriate to a given situation. (2) Work to satisfy customer/client expectations. (3) Use strategies appropriate to a given situation to prevent and resolve conflicts.	Interpersonal skills, conflict resolution, communication
9	Stealing? No way!	(1) Evaluate personal attitudes and work habits that support career retention and advancement. (2) Demonstrate the application of essential workplace skills/knowledge such as scheduling, time management, and others. (3) Demonstrate understanding of the individual's role, responsibilities, and relationships in the organizational structure of a business.	Workplace ethics, organizational effectiveness, time management

Index to Free Mini-Lessons, continued

10	Good Customer Service	(1) Perform effectively in various environments with people of different ages, genders, cultures, socioeconomic backgrounds, attitudes and abilities. (2) Share knowledge and skills with others. (3) Work to satisfy customer/client expectations. (4) Use strategies appropriate to a given situation to prevent and resolve conflicts. (5) Demonstrate understanding of the individual's role, responsibilities, and relationships in the organizational structure of a business.	Customer service, communication, interpersonal skills
11	Everyone is a Customer	(1) Receives, interprets, and responds to verbal and nonverbal messages in a manner appropriate to a given situation. (2) Organizes ideas and communicates orally in a clear, concise, and courteous manner. (3) Identifies problems, alternative solutions, consequences of alternative solutions, and uses appropriate techniques to resolve given problems. (4) Performs effectively in various environments with people of different ages, genders, cultures, socioeconomic backgrounds, attitudes, and abilities.	Customer service, thinking, communication, interpersonal skills
12	Small Businesses Make a Big Economy	(1) Describe desirable entrepreneurial personality traits. (2) Assess risks associated with venture. (3) Conduct self-assessment to determine entrepreneurial potential. (4) Demonstrate responsible behavior.	Research, critical thinking, self-discovery, concept development
13	Overview	(1) Generate venture ideas. (2) Determine feasibility of ideas. (3) Demonstrate entrepreneurial traits/behaviors. (4) Describe types of business activities.	Critical thinking, self-discovery, idea development
14	Engineering Technician	(1) Use mathematical operations to solve job-related problems. (2) Use paper and pencil or technology to solve problems. (3) Judge the reasonableness of numerical computations and their results.	Math, critical thinking, problem solving
15	The Doctor's Right Arm	(1) Use appropriate communication techniques with different groups. (2) Match non-verbal and verbal feedback to the circumstances. (3) Show courtesy and respect to customers and clients.	Communication, English, customer service
16	Do the Right Thing	(1) Identify expectations of employers for employees. (2) Demonstrate appropriate work habits. (3) Recognize work ethics needed for success on the job.	Critical thinking, problem solving, work ethics, working with people

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