

# SESSION 2: WORK HABITS AND SAFETY AWARENESS

## FACILITATOR GUIDE

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### SESSION GOALS

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This Work Habits and Safety Awareness session covers a number of essential work habits such as dependability, professionalism, and safety awareness.

The learning objectives for the session include:

- Explain the importance of first impressions
- Select characteristics of a positive image
- Identify behavior desired in the workplace (habits supervisors and co-workers like)
- Identify safety requirements in the workplace
- Know the importance of compliance with standards, regulations, and established procedures to ensure a safe and healthy work environment.
- Know basic regulatory requirements that promote safe and effective operations for the protection of people, data, property, and institutions.
- Know the roles and responsibilities of employers and employees in creating and maintaining a workplace safety culture.
- Identify knowledge and skill areas covered in the Applied Mathematics WorkKeys Assessment and answer sample questions.

### PREPARATION

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Prepare the group Contract from Session 1 to be signed by all the participants during the Contract Signing activity.

Schedule the speaker(s) for this session.

Print, prepare and gather all materials in the Materials section.

## MATERIALS

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Name tags (optional)  
 Sign in Sheet (need to create) and Pens  
*Participant Guide* containing all items with an \* below  
*Group Contract prepared by Facilitator for group to sign*  
*Work Habits and Safety Awareness PowerPoint*  
*Thumbnails of Work Habits and Safety Awareness PowerPoint\**  
*WISE Pathways Action Plan for Session 2\**  
*WISE Pathways Participant Evaluation for Session 2\**  
*Killing Time Case Study\**  
*Work Habits of Successful Employees Handout\**  
*Safety Overview Handout\**

## SCHEDULE

Before Class	<p><b>Sign-In, Mingling, Materials</b></p> <p>Make sure everyone signs in and receives a Participant Guide. The Facilitator should personally greet everyone who enters the room, creating an atmosphere of excitement, energy, and interest. Name tags are optional for this session but might help with bonding.</p>
15 minutes	<p><b>Introduction</b></p> <p>Recap what was learned during the previous (Welcome) session. Ask a few participants to share what they included in their action plans at the end of that session. Answer any questions.</p> <p>State the learning objectives for the session.</p> <p>Introduce the Speaker(s).</p>
20 minutes	<p><b>Signing the Contract Activity</b></p> <p>Have all participants sign the bottom of a contract drawn up by the Facilitator resulting from the group activity in the previous Welcome session (session 1).</p>
25 minutes	<p><b>Work Habits Portion of PowerPoint Presentation</b></p> <p>Go through the Work Habits portion of the presentation only, using an interactive approach where participants can share their experiences, stories, and ask questions about the careers. Participants have a set of thumbnail slide notes on Work Habits as well the case study below in their Participant Guides.</p>
	<p><b>Continued on next page</b></p>

30 minutes	<p><b>Killing Time Case Study</b></p> <p>Divide the class into groups of 3-5 students to discuss the case. When possible, make sure each group has members who can lead the group, present their findings, and keep the discussion moving.</p> <p>Direct them to the case with questions to consider in the participant guide. Have each group pick a spokesperson to present their ideas to the class after their discussions.</p> <p>After their presentations, ask questions to bring out any information not covered in their presentations to make sure the following points are covered:</p> <ul style="list-style-type: none"> <li>• By not getting back to the boss, they might have missed an opportunity to learn a new task and become a more valued employee.</li> <li>• This might have been a test by the boss of their integrity and dependability.</li> <li>• You are not being paid to take an extended break.</li> </ul>
15 minutes	<b>Break</b>
30 minutes	<p><b>Safety Awareness Portion of PowerPoint Presentation</b></p> <p>Go through the Safety Awareness portion of the presentation only, using an interactive approach where participants can share their experiences, stories, and ask questions about the careers. Participants have a set of thumbnail slide notes on Safety Awareness in their Participant Guides.</p>
35 minutes	<p><b>Employer/Speaker Presentation</b></p> <p>The Speaker(s) presents on the topic of Work Habits and/or Safety Awareness.</p>
10 minutes	<p><b>Wrap-Up, Action Plan and Evaluation</b></p> <p>Answer any questions the participants may have then have the participants fill out the Action Plan and the Evaluation for this module.</p>

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