

14 Avoid Problem Work Behaviors

TRANSITION OBJECTIVE

Students will identify 10 reasons people get fired and suggest ways to change those behaviors.

RELEVANCE TO SUCCESSFUL TRANSITION

To keep a job, avoid such behaviors as poor work habits, poor attendance, negative attitude, lying, stealing, using drugs or alcohol, blaming others and poor communication.

INSTRUCTIONAL SEQUENCE

❑ STEP 1: Update Journal

To be a loyal employee I . . .

❑ STEP 2: Convene Roundtable

"Getting in trouble at work would make me feel ____."

❑ STEP 3: Advance Organizer

"Today you will learn how to avoid behaviors that will cause you to lose a job."

❑ STEP 4: Activity - 20 Minutes

Ask students if they remember David Letterman's "Top Ten" lists. Tell students that they will now go over a "Top Ten" list called **Top Ten Ways to Get Fired**. Have students work in pairs to describe examples for one or two of the items on the list. Divide the list between pairs of students so that each item is assigned. Give students ten minutes to prepare their examples, then have them give a report.

Have students name the ways employers get information about their employees behavior on the job (e.g., customers, surveillance cameras, co-workers, etc.).

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CAREER MANAGEMENT: Unit 3

LESSON 14

Top Ten Ways to Get Fired

1. Showing a negative attitude
2. Using drugs or alcohol
3. Lying to the boss or customers
4. Stealing items from work
5. Gossiping and talking negatively about others
6. Disobeying the rules
7. Missing or showing up late for work
8. Looking unprofessional
9. Not listening to the boss
10. Not taking responsibility to get the job done



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CAREER MANAGEMENT: Unit 3

LESSON 14



Pitfalls & Snake Pits

Ashley works as a lab technician. This is her third month and she has been late for work four times in the last two weeks. Her hours start at 8:00 and she has been on time as 8:45 twice. Her supervisor asked her if there was a problem that was causing her to be late. Ashley answered that her alarm didn't go off.

Luke has worked in the shipping and receiving department of the local school district for two years. Several orders have been lost after being delivered to the warehouse. Luke remembers checking them in, but does not know where they are now. Luke told to his boss and said he never saw them. He even erased the records from the log book.

Alisa works at a big department store in the mall. She has started stealing small items in the last two weeks. She can't believe how easy it is to put these things in her pocket or purse. Now that she has gotten away with stealing she is taking more and more.

For nine months, Tom has been waiting for an auto repair shop that does fast oil changes and tune-ups. He is good at oil changes and is learning how to help with tune-ups. Chris, a new employee, knows how to do tune-ups and is already getting more hours than Tom. Tom has been saying negative things about Chris to other employees to make him look bad. Tom even talked to the boss about Chris.

Julie works as a receptionist at a local cable TV office. She recently moved out on her own with two roommates. They have been having parties with drinking and drugs. Julie has been making mistakes on the job for the last four weeks because of hangovers. Last week her boss told her she was concerned that Julie was doing drugs and told her she may get called in for a drug test.

Lamar is working nights as a security guard. Last week he started taking clothes off the local community college. He has been late and busy to get his uniform cleaned and pressed. For several days he has worn unprofessional looking uniforms, which is against the rules.

Toni is a new maid at a local hotel. She has learned the job but is not happy with the work. She feels that cleaning is a menial job. She has a negative attitude about the job and complains to co-workers. Her boss has heard about the complaints and plans to talk to her.

Louis is working at a landscape nursery. He is in charge of watering and maintaining over 300 trees. To do this, he needs to water at least 100 trees every day so that each tree is watered once a week. He is supposed to let the water run for five minutes per tree. Louis is always behind and some of the trees are dying.

Beattie works at a clothing store that specializes in jeans. One of the rules is that everyone is to wear jeans and shirts or blouses with sleeves. Beattie likes to wear sleeveless shirts and has even worn short skirts. Although the boss told her that she was wearing inappropriate clothing, she will be sent home if she does not follow the dress code.

Sam is a construction apprentice with a local contractor. His boss told him that he could assist other workers by bringing them supplies and cleaning their power tools. Sam decided he would rather use power tools than clean them. He used a nail gun on the dry wall and ruined the gun.



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□ STEP 5: Activity - 25 Minutes

Students read through the handout **Pitfalls & Snake Pits**. Determine from the handout **Top Ten Ways to Get Fired** ways the character in each scenario could get fired. Students describe ways that the character could change to keep the job.

□ STEP 6: Evaluate Outcomes

One behavior on which I need to work to keep from being fired is “_____.”

□ STEP 7: Connecting Activity

Students call or visit with an employer to find out three reasons they would fire employees. Advise students to call a business where they would like to work, if possible.

KEY WORDS

terminate**incompetent****dishonest****fired****MATERIALS AND PREPARATION**

- Student Handouts: **Top Ten Ways to Get Fired**, page 168; **Pitfalls & Snake Pits**, page 169.
- Prepare for the Top Ten activity.
- Prepare to discuss how to change behavior to keep from losing a job.

SCANS FOUNDATION SKILLS

- Basic Academic Skills: Reading, Writing, Speaking
- Thinking Skills: Creative Thinking, Problem Solving, Reasoning
- Personal Qualities: Responsibility, Honesty/Integrity, Self-Management