

# 10 Know the Duties of Your New Job

## TRANSITION OBJECTIVE

Students will learn how to identify the duties of their new job.

## RELEVANCE TO SUCCESSFUL TRANSITION

To be successful on a job, it is important to learn the duties for that job.

## INSTRUCTIONAL SEQUENCE

### ❑ STEP 1: Update Journal

I want to learn about my new job because ...

### ❑ STEP 2: Convene Roundtable

"When I know how to get a job done correctly, I feel \_\_\_\_."

### ❑ STEP 3: Advance Organizer

"Today you will learn how to find out about your tasks on a new job."

### ❑ STEP 4: Activity - 20 Minutes

Explain to students the importance of knowing what to learn when starting a job. Go over the handout **Know the Duties of Your New Job**. Explain each question and statement and give examples, using your own experiences.

### ❑ STEP 5: Activity - 25 Minutes

Have students read the story about Lauren and refer them to the handout **Understand Your Position and the Rules**. In small groups, have students use Lauren's story as an example to answer the questions on the worksheet **Know the Duties of Your New Job**. Share the answers with the class.

### ❑ STEP 6: Evaluate Outcomes

One way to learn the duties of a new job is "\_\_\_\_."

### ❑ STEP 7: Connecting Activity

Students interview a person on campus or in the community to answer the questions on the handout **Know the Duties of Your New Job**. Using prepared two-minute oral reports, have students present their findings to the class.

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CAREER MANAGEMENT: Unit 3 LESSON 10

Know the Duties Of Your New Job

1. What does your immediate supervisor want you to do on this job?
2. What did the last person do on this job?
3. What do others do who have this job?
4. What do you think out need to do on this job?
5. Make a list of your assigned tasks:
6. Make a list of things you need to do that are not your regularly assigned tasks:

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**KEY WORDS**

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**assignment****task****position****job duty**

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**MATERIALS AND PREPARATION**

- Student Handouts: **Know the Duties of Your New Job**, page 159; **Understand Your Position and the Rules**, page 155, from Lesson 8.
- Prepare for the project.
- Prepare for story activity.

**SCANS FOUNDATION SKILLS**

- Basic Academic Skills: Reading, Writing, Listening, Speaking
- Thinking Skills: Problem Solving, Knowing How to Learn
- Personal Qualities: Self-Management