

Assessment & Portfolio Guide


Lesson 1: Why Work Hard?

 What is the most important job in a business? Why?


Lesson 2: Why Do I Want to Work?

 List five reasons describing why work is important.


Lesson 3: Tools of the Trade

 What tools or skills do you need to be successful on the job?
Which of these can you use now, in school?


Lesson 4: Power Communication

 Give an example of how you have used "Power Talk" in the last week. how can you use "Power Talk" on the job?

Lesson 5: Effective Listening

 What listening skills do you need to improve? Give an example of how you are using "listening skills" now.

Lesson 6: Communicate Effectively

 Give an example of a two-part "I-Message" you will use with a friend or family member for a situation you would like to resolve.