


Assessment & Portfolio Guide


Lesson 7: Practice Resolving Conflicts at Work

-  What are the four steps for resolving conflicts? Give an example for using the steps.

Lesson 8: Understand Workplace Rules

-  What are three things you need to know about your position when you start a new job?

Lesson 9: Understand Employer Expectations for New Employees

-  What are five ways to understand your position and keep your job?

Lesson 10: Know the Duties of Your New Job

-  How can you find out what your duties are?