

Unit #1 Title: Personal Job Skills	
Lesson Title: School Success	Lesson: 1 of 2
Grade Level: 2	
Length of lesson: 30 minutes	
Missouri Comprehensive Guidance Standard: CD.9: Applying Employment Readiness Skills And The Skills For On-The-Job Success	
Grade Level Expectation: CD.9.A.02.a.i: Identify personal, ethical, and work habit skills needed for workers in the community.	
American School Counselor Association National Standard (ASCA): Career Development B. Students will employ strategies to achieve future career goals with success and satisfaction.	

Materials and Resources (include handouts or supporting documents)

Poem "I Am Wonderful!" Written by Annie Moffatt Activity Sheet 1- "Personal Skills for School Success" for each child Crayons, pencils, markers

Show Me Standards: Performance Goals (check one or more that apply)

X	Goal 1: Gather, analyze and apply information and ideas 10. Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers
X	Goal 2: Communicate effectively within and beyond the classroom 6. Apply communication techniques to the job search and to the workplace
	Goal 3: Recognize and solve problems
X	Goal 4: Make decisions and act as responsible members of society 8. Explore, prepare for, and seek educational and job opportunities

This lesson supports the development of skills in the following academic content areas.

Academic Content Area(s)	Specific Skill(s)
X Communication Arts	6. Participating in formal and informal presentations and discussions of issues and ideas
Mathematics	
Social Studies	
Science	
Health/Physical Education	
Fine Arts	

Enduring Life Skill(s)

	Perseverance	X	Integrity	X	Problem Solving
	Courage		Compassion		Tolerance
X	Respect				

Lesson Assessment (acceptable evidence):

Student Work Sample: Students will demonstrate knowledge of personal, ethical, and work habit skills by indicating personal, ethical and work habit skills on an activity sheet.

Lesson Preparation

Essential Questions:
 Why does a person need good work habits?
 Why is honesty important at work and school?

Engagement: (Hook)
 The instructor will read the poem “I Am Wonderful!” and act it out.

Procedures

<p>Instructor Procedures:</p> <ol style="list-style-type: none"> 1. Counselor will say, “I am going to read you a poem called -- I Am Wonderful! Watch me as I act it out.” 2. Counselor will read the poem and teach students how to act it out. 3. The counselor will continue by saying, “I am going to say it again, this time you say with me.” 4. The counselor will say, “This poem is about Personal, Ethical and Work Habit Skills. Personal, ethical, and work habit skills are very important every day. Let’s say the poem together again.” 5. The counselor will continue with the discussion by saying, “These are skills help you to be successful in school or on the job. We’ve talked a lot about personal skills...Do you know what ethical skills are? Do you know what work habit skills are? Instructor will write the terms on the board and continue leading discussion with student examples. Review these skills if they are not shared during the discussion. 	<p>Student Involvement:</p> <ol style="list-style-type: none"> 1. Children listen and watch. 2. Students will watch and act it out with you. 3. Students will attempt to say the poem and act it out. 4. Students will say the poem and act it out. 5. Students will give examples of ethical (honesty, doing your own work, showing up on time) and positive work habit skills (being organized, completing work, neat work).
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<p>Personal Skills are skills about how a person treats themselves or others. Important personal skills: helpful, friendly, kind, caring, good listener, and compassion.</p> <p>Ethical Skills are skills a person uses when trying to do the right thing in different situations. Important ethical skills: honesty, doing the right thing, doing your own work and doing your best work.</p> <p>Work Habit Skills are skills a person uses to complete an assignment/job. Important work habit skills: neat, organized, completing work and getting work done on time.</p> <p>6. Counselor will say, “Now we are going to do an activity sheet about personal, ethical and positive work habit skills. We will do the activity sheet together.</p> <p>7. The counselor will facilitate discussion of each type of skill as students complete activity sheet as a group.</p> <p>For example: “Both are personal <i>choices</i>. The best answer is capital A because taking a bath and wearing clean clothes’ is a part of being healthy. You feel better when you are wearing clean clothes, too. “Wearing clean clothes” is a Personal Skill that will help you do better in school because you will look and feel better. If you did not mark capital A, erase the mark you made and make a new mark after capital A “Taking a bath and wearing clean clothes”. Then put your pencil down.</p> <p>8. The counselor continues to process responses for the rest of the activity sheet with students.</p> <p>9. In closing the counselor shares that during the next guidance lesson the class will be discussing classroom jobs.</p>	<p>6. Students will complete activity sheets.</p> <p>7. Students will participate in discussion as they complete activity sheet as a group.</p> <p>8. Students continue to complete the activity sheet and discuss answer with the counselor and rest of the class.</p> <p>9. Students share closing comments.</p>
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Teacher Follow-Up Activities

The teacher can write the words Personal, Ethical and Positive Work Habits on the chalkboard. Have students make a list of three skills they model in the three skill areas.

Counselor reflection notes

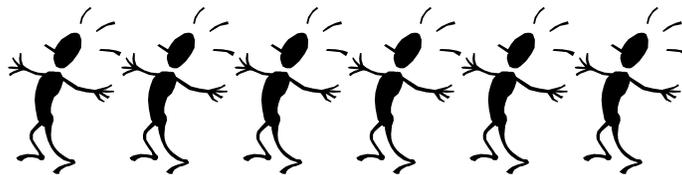


I Am Wonderful!
By Annie Moffatt and Friends

I am...
Smart
Happy
Clean,
Snappy!
(Snap fingers three times.)

I am...
Learning
Sharing
Helping
Caring!
(Cross hands over your heart.)

I am ...
Honest
Thoughtful
Organized
Wonderful!
(Make W's with both hands-first 3 fingers and use that to accentuate each syllable of wonderful.)



Activity Sheet 1

Name _____

Personal, Ethical and Work Habit Skills For School Success

Part 1:

Mark an X by the **PERSONAL, ETHICAL AND WORK HABIT SKILLS** that will help you be successful in school. Choose the best one on each row.

Part 2:

Once you have completed the checklist go back over the list together with your teacher and classmates and indicate whether the skills are Personal Skills (P), Ethical Skills (E) and Work Habit Skills (WH). Discuss your answers.

* Some personal, ethical and work habit skills may overlap

P, E, PH	Skills	Skills	P, E, PH
	A. Taking a bath and wearing clean clothes	a. Wearing dirty clothes.	
	B. Shouting out your thoughts.	b. Waiting your turn to speak.	
	C. Not listening to others talk.	c. Listening to others talk.	
	D. Looking at others when they speak.	d. Not looking at others when they speak.	
	E. Copying another person's work.	e. Doing your own work.	
	F. Asking questions when you don't understand your schoolwork.	f. Not understanding and sitting quietly in class.	
	G. Being bossy.	g. Asking how you can help.	
	H. Washing my hands.	h. Not washing my hands.	
	I. Completing your work on time.	i. Turning your work in late.	
	J. Not brushing my teeth.	j. Brushing my teeth.	
	K. Cheating on a test.	k. Studying for a test with a friend.	
	L. Organizing your work.	l. Having a messy desk.	
	M. Being respectful to others.	m. Being rude to others.	
	N. Keeping a promise.	n. Breaking a promise.	
	O. Using someone's markers without permission.	o. Asking if you can borrow someone's pencil.	