

NH ADULT WORKER LESSON PLANS

Focus Area:

Personnel Forms
Personnel Handbooks

Standard: Given a personnel handbook, the student will be able to answer specific questions concerning its contents.

Objective:

To understand use of
Personnel Handbook

Classroom Activities:

Facilitator will:

- Review vocabulary. Ask class to give examples and ask for additions.
- Discuss what personnel policies and personnel records are, what discrimination is, and provide examples.
- Lead group in completing a W-4 form.

Vocabulary:

See attached list.

Additional Resources/Materials

1. Vocabulary sheets
2. W-4 forms
3. Copies of Shaws Supermarket Association Handbook/other handbook
4. Ask students to bring in own employee handbooks/manuals for comparison.

Extensions:

- Have students compare personnel handbooks and identify policies that are similar/different.
- Ask students to outline benefits for full-time vs. part-time employees at different companies.