

NH ADULT WORKER LESSON PLANS

Focus Area: Job Evaluation
Retention
Promotion

Standard: Given case studies detailing workplace the performance, the student will be able to articulate consequences of the indicated behaviors as they relate to job evaluation, retention and promotion.

Objective: To understand employee expectations, evaluation and review case studies.

Classroom Activities:

Facilitator will review/discuss:

1. vocabulary
2. employee/employer expectations
 - Review and expand mapped charts.
 - Discuss as a group ramifications of expectations; own expectations.
 - Break class into small groups to identify characteristics of successful employers/good employers.
 - Distribute and read case studies.
 - small groups collectively identify strengths/weakness of employees
 - Share/make recommendations to group.
3. Job-keeping skills sheet.

Grammar Practice: N/A

Vocabulary:

Absence	Personnel
Action	Promotion
Commendation	Reprimand
Consequence	Responsibility
Disciplinary Action	Retention
Evaluation	

Materials/Additional Resources:

1. Case studies.
2. Flow charts.
3. Job-keeping skills sheet.
4. Vocabulary sheets.
5. Evaluate Job Performance worksheets.
6. Positive Solutions worksheet.

Extensions:

- Have students individually or collectively develop a case study. Other members of class then can identify problem behaviors.
- Have students evaluate themselves (worksheet).
- Positive Solutions questionnaire sheet.