

Work behaviours

T Level resource improvement project 2022

T Level

Employability

Work behaviours

Objectives

- To understand and be able to identify good workplace behaviours
- To create an informational document that explains the importance of these behaviours
- To work in groups to research a job advertisement and add an additional description for the required behaviours.

Questions:

- Why is it important to be fit and healthy for work?
- Why should you be pleasant and polite in the workplace?
- Why is it important to dress professionally and make sure that you are clean and tidy at all times?
- Is this relevant to a digital workplace such as an office?

Questions:

- What is the meaning of resilience?
- Why is that an important term to be used in the workplace?

Barriers to effective communication:

- background noise, distractions, lack of concentration
- types of question e.g. open, closed, probing
- speed of response.

In pairs:

- Use the internet to research and identify a job that you would like to do in the future.
- Read the requirements and what the employer is looking for in the ideal employee.
- Add the behaviours that will be needed by the employee to the advert.
- Discuss these with your partner and give reasons for your choices.
- Present your work to the rest of the class.

Interpersonal skills:

- use techniques and cues e.g. body language, use of intonation
- use positive language
- avoid negative language
- active engagement, e.g. nodding, summarising, paraphrasing

Produced by



Nelson & Colne College
has produced this
resource on behalf of the
Education and Training
Foundation

Funded by



This programme is
funded by the
Department for
Education

ET-FOUNDATION.CO.UK