

INSTRUCTOR'S GUIDE FOR WELFARE TO WORK VIDEO SERIES: SUCCESS THAT LASTS

OVERVIEW

The fourth and final installment in JIST's *Welfare to Work* video series, *Success That Lasts*, explains to participants what they can expect after they have accepted a job offer. Being well prepared remains the emphasis throughout the presentation. Action, attitude, and appearance are addressed as areas for preparation. The same news anchors from videos 1 through 3 provide continuity.

Viewers are encouraged to "go the extra mile" when at work. Acceptance of responsibility when opportunities arise and a willingness to accept responsibility for mistakes when made are shown as important to continued job success. Reminders to ask questions or ask for help as an employee are voiced in a positive manner.

While change in life is inevitable, so is change in the workplace. Those who truly wish to succeed are cautioned to expect change and greet it with flexibility.

PRESENTATION SUGGESTIONS

Open the class meeting with the following statement written on the board/overhead in capital letters, "WHAT MAKES SUCCESS?" Point to the question while stating it out loud. Next, allow the participants to respond. Write their ideas on the board/overhead under the heading "WHAT WE THINK." Leave space on the board/overhead for a post-video summary that will be written under the heading "WHAT WE THINK NOW."

Complete the **Anticipation Quiz** prior to viewing the video, *Success That Lasts*. Have the participants set the completed quiz questions aside while viewing and taking notes on the presentation. Encourage awareness of the answers to quiz questions that appear in the context of the video. When the presentation is complete, review the **Anticipation Quiz** responses, allowing enough time to correct all that are incorrect. Finish the board/overhead display by listing the participants' revised ideas under the "WHAT WE THINK NOW" heading. Next, complete one or both of the follow-up **Activities**. Complete the **Quick Quiz** in class. Correct the quizzes together as a whole group. Assign the **Homework Option** if desired.

ANTICIPATION QUIZ

Note: This quiz may be read out loud, allowing time for the participants to write a response, or it may be copied and distributed as a written exercise.

Directions: Respond to each question or statement as honestly and completely as possible.

1. Once you have accepted a job offer, what type of preparation work is still necessary?
2. Which do you feel is most important on the job, your attitude or your experience?
3. How will you react to changes that occur in the workplace?
4. Name what you consider to be three keys to success.

ACTIVITIES

Activity # 1

Title: The Three Cs

Format: Small group

Time: 30 minutes

Materials: chart paper, pen/pencil, situation cards

Procedure:

1. Divide the participants into small groups.
2. Say to the class, “We have spent a lot of time talking about how you get from welfare to work—now we are going to talk about some of the things that will keep you in a job once you have it. You will be confronted with many choices and consequences. You must make decisions based on your knowledge of right and wrong. Imagine that you go back to your car after this meeting. When you open your door, you’re shocked to see a huge rattlesnake sitting in the driver’s seat. What would you do?”
3. Before the participants answer the question, tell them you want to hear what they would do step-by-step. For example, “First I would close the door, then I would...”
4. No matter how simple or complex the answer, explain to the class that they used a decision-making strategy to figure out what to do. Tell the participants that most people use a strategy even if they don’t realize it.
5. Teach the group a simple decision-making process by remembering three Cs: choices, consequences, and choose.
6. Explain the following or write them on the board or overhead:
 - Step 1: Choices. Make a list of all the choices available to you.
 - Step 2: Consequences. Think of all the possible consequences, both positive and negative, for each choice. Be sure to consider the consequences for you and any other people involved.
 - Step 3: Choose. Look at all of the consequences and decide which will have the most satisfactory results for you.
7. Give each group a situation from below and have the group members go through the Three C Process.

8. Have them write down the three Cs on the chart paper, followed by lists based on their group's situation. Finally, tell each group to reach a decision.
9. Have the participants share how they handled their situations.

Situations:

- A. You have been feeling poorly all morning and think it may be slowing you down. Sometimes a clear soft drink helps to settle your stomach, but your company doesn't allow soft drinks on the worksite. There is a vending machine within a few yards of your desk. What do you do?
- B. A coworker who is a friend of yours routinely clocks in 10 to 15 minutes late in the morning and clocks out 10 to 15 minutes early in the evening. When asked about it by a supervisor, your friend says they take only 30 minutes for lunch as part of the flex-time schedule. You know this is untrue. Do you report it?
- C. In the summer months, your company has a casual dress policy. You really want to wear shorts but are not sure if that is acceptable. The company seems very conservative, so you think shorts are probably not acceptable. If you wear them just to see what happens, you could at least get one day of comfort. What do you do?
- D. You've never had access to an Internet e-mail account. The company policy is to use e-mail for business only, but you and many coworkers use it a few times a week for personal communication. Who watches anyway? What do a few notes to friends hurt; the company doesn't pay any more for the service. Do you continue this habit or stop?
- E. In nearly a year of work, you have received highly complimentary evaluations. Your coworkers like you, and you're very proud of your success. One afternoon you're called into your supervisor's office and told that a coworker has suggested that you may be taking office supplies home for your children to use. You know this to be true only one time when your child had a project to do for school and you forgot to buy a poster board for the project. How will you react?

Activity # 2

Title: AAA

Format: Individual

Time: 10–15 minutes

Materials: pen/pencil, paper

Procedure:

1. Remind the group of the three keys to success: Action, Attitude, and Appearance.

2. Ask the participants to fold their paper into three equal sections and write each of the three “keys” at the top of one of the sections.
3. Explain that they are to write a step-by-step plan below each heading, detailing how they plan to maintain the “keys” and have a pleasant work experience.
4. Allow time for the participants to share their plans if they choose.

QUICK QUIZ

Note: This quiz is best presented as a written exercise that is copied and distributed.

Directions: Explain whether each item is Very Important (VI), Semi-Important (SI), or Not Important (NI) once you have accepted a job offer.

1. Knowing what you will wear each day for the first month of your new job. _____
2. Being on time the first day of your new job. _____
3. Going the extra mile every day. _____
4. Never making a mistake at work. _____
5. Being flexible when changes occur. _____
6. Creating opportunities that will give you more responsibility at work. _____
7. Having a back-up plan for child care in case there is a problem. _____
8. Finding reliable transportation to your new job. _____
9. Buying a home computer so you can surf the Internet and receive e-mail from your new coworkers. _____
10. Feeling confident asking for help when you need help. _____

ANSWER KEY

1. NI
2. VI
3. SI
4. NI
5. VI
6. SI
7. VI
8. VI
9. NI
10. VI

HOMEWORK OPTION

Explain, as if speaking to an employer, how you hope to accomplish your ultimate career goal. Be sure it is realistic, not that of a professional athlete or pop superstar. Be as

detailed as you can. Think of this statement as your road map to self-sufficiency and security and be proud of it. You have completed your first steps and will be successful!!!