

Create this 12 slide Power Point.  
 Grey text boxes are directions and **do not** need to be typed.  
 You can choose any career or occupations clipart (unless otherwise specified).  
 Printing Instructions at end **BE CAREFUL!!!!**

## What Makes A Good Employee?

Student name  
 Class Period

Do not add a Design to this Power Point, leave the background white.  
 You can change the fonts.

Choose a 2 content slide

## The Company is a Team



- They need help.
- They have work to do.
- If they don't get the work done, they'll go out of business.
- No team likes a slacker.

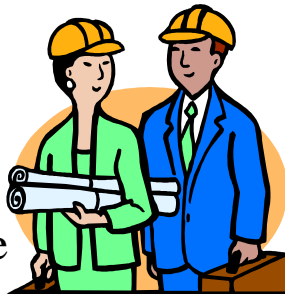
Add any **worker** clipart that looks like people working – not just office workers.

Choose a 2 content slide

## The 4 A's

Add a clipart of any **worker**

- Attitude
- Attendance
- Accuracy
- Appearance



Choose a 2 content slide. Add a worker clipart on right. You can change the font to make things fit.

## Attitude

- This is the most important quality for an employee.
- We trade our "work" for money.
- Bosses don't want to put up with cranky employees.
- Employers usually fire people with bad attitudes.



Choose a 2 content slide. Clipart on left. (worker, late, time, or absent)

## Attendance

- The easiest way to fire an employee is by counting their tardies.
- If you're absent, you're not doing your work.
- If your being absent isn't a problem, maybe they don't need you.



Choose a Title and Content slide

Insert→Clip Art→Search for Florist.

## Accuracy

- If they pay you to work, they don't want to have to pay you to do the work over again.
- The difference between \$170 and \$710 is only 1 number out of place, but to a business owner it could mean \$540. Yes, it is important to be careful.
- Always check your work.



Choose a 2 content slide

## Appearance by Student Name

- It does matter what you wear to work.
- Neat and Clean is important for every job.
- If you dress like a slob, people will assume that is what you are.



Choose a title and content slide

## Personal Qualities

Hard Work (Work Ethic)	Self Supervising (Work Ethic)	Able to follow directions
Willing to take orders	Able to self evaluate	Respectful and friendly
Honest	Finishes the project	Attention to detail

Choose a title and content slide

## Prepare for your Future

- Discover your interests
- Notice what you are good at and what you enjoy doing.
- Take Classes that match those talents.
- Talk to People who do jobs that use your talents.

## Career Pathways: Where would your talents fit?

1. Family & Consumer Sciences
2. Health Science
3. Skilled & Technical
4. Marketing
5. Information Technology
6. Business
7. Agriculture
8. Technology & Engineering



Choose a 2 content slide. Make a numbered list. Add a worker clipart.

Choose a title and content slide. Table 5 columns 2 rows

## 2 jobs in each of the Career Pathways

Technology	Healthcare	Skilled & Technical	Business	Family & Consumer Science
Type the name of 2 jobs that you think are in this Career Pathway	Type the name of 2 jobs that you think are in this Career Pathway	Type the name of 2 jobs that you think are in this Career Pathway	Type the name of 2 jobs that you think are in this Career Pathway	Type the name of 2 jobs that you think are in this Career Pathway

*You type your ideas of two jobs in each category. You make them up.*

Choose a title and Content slide

## Human Resources Department

Health of employees – Ergonomics	Safety of employees – machinery, fire, security	Labor Law	Job Descriptions
Hire	Fire	Training	Benefits
Fair Treatment of all employees	Compensation \$\$\$ Figuring out who gets paid what.	Payroll	Counseling or Refereeing

Super Important Printing Directions – Don't waste 12 sheets of paper!!!! Ctrl+P **CHANGE SLIDES TO HANDOUTS 6 ON A PAGE.** Save, Print, staple 2 pages together.