

# Workplace Context & Culture

Personal conduct is a strong reflection of the commitment to the workplace.

Interactions with others through networking in meetings or on a project will have a strong impact on your success.

Considering others and taking time to be prepared are key ways to demonstrate respect for colleagues.

Ethical behavior means that you do the right thing for the company and for others. Honesty, integrity and empathy can help show others you can be trusted. Considering the impact of your actions on the company and your colleagues is an important aspect to professionalism.

An understanding of an organization can help you to understand how to navigate the system, as well as how to properly network and interact with others in the hierarchy of the system.

In a workplace, safety and privacy risks are a large concern and should be addressed quickly and understood by all people in order to limit liability of the company.

## *Essential Skills: Networking, Professionalism, Manners, Being on Time, Organization*

4 Exemplary	3 Accomplished	2 Developing	1 Emerging
<input type="checkbox"/> Embraces the workplace's culture, etiquette & practices.	<input type="checkbox"/> Understands the workplace's culture, etiquette & practices	<input type="checkbox"/> Struggles to understand the workplace's culture, etiquette & practices	<input type="checkbox"/> Does not understand the workplace's culture, etiquette & practices
<input type="checkbox"/> Demonstrates exceptionally professional dress, language and behavior appropriate to the situation.	<input type="checkbox"/> Demonstrates professional dress, language and behavior appropriate to the situation.	<input type="checkbox"/> At times lacks professional dress, language or behavior appropriate to the situation.	<input type="checkbox"/> Lacks professional dress, language or behavior appropriate to the situation.
<input type="checkbox"/> Arrives ahead of time & prepared.	<input type="checkbox"/> Arrives on time & prepared.	<input type="checkbox"/> Does not always arrive on time & prepared.	<input type="checkbox"/> Arrives late or unprepared.
<input type="checkbox"/> Works to exceed expectations and fulfill all responsibilities.	<input type="checkbox"/> Works to fulfill all responsibilities thoroughly	<input type="checkbox"/> Works towards fulfilling many responsibilities	<input type="checkbox"/> Does not fulfill all responsibilities.
<input type="checkbox"/> Demonstrates and encourages integrity & ethical behavior	<input type="checkbox"/> Demonstrates integrity & ethical behavior	<input type="checkbox"/> May exhibit some unethical or dishonest behavior.	<input type="checkbox"/> Exhibits some unethical or dishonest behavior.
<input type="checkbox"/> Considers the impact of their actions and acts responsibly with others in mind.	<input type="checkbox"/> Acts responsibly with others in mind.	<input type="checkbox"/> Acts responsibly but may not consider others.	<input type="checkbox"/> Does not act responsibly or does not keep others in mind.
<input type="checkbox"/> Researches an organization to better understand how to navigate the system.	<input type="checkbox"/> Knows how to navigate the organization.	<input type="checkbox"/> Attempts to navigate the organization but may have trouble accomplishing it.	<input type="checkbox"/> Uninterested in learning how to navigate the organization.
<input type="checkbox"/> Understands how to network & understands the role networking plays in success.	<input type="checkbox"/> Understands that networking plays a role in success and working on networking skills.	<input type="checkbox"/> Working to understand networking	<input type="checkbox"/> Uninterested in networking or unprofessional in a networking situation.
<input type="checkbox"/> Researches, understands & respects health & safety risks in the workplace	<input type="checkbox"/> Understands & respects health & safety risks in the workplace	<input type="checkbox"/> Lacks a full understanding or full respect for the health & safety risks in the workplace.	<input type="checkbox"/> Lacks understanding or respect for the health & safety risks in the workplace.
<input type="checkbox"/> Understands the role of employers and employees in creating a safe work environment through risk communication and fulfills their role.	<input type="checkbox"/> Understands the role of employers and employees in creating a safe work environment through risk communication.	<input type="checkbox"/> Somewhat understands the role of employers and employees in creating a safe work environment through risk communication.	<input type="checkbox"/> Does not understand the roles in creating a safe work environment through risk communication.



Industry Desired Workplace Context & Culture Outcomes:	Model Assignments
Understands the workplace's culture, etiquette & practices	<p><b><u>Business Anthropology Project</u></b> Students prepare an ethnography on the culture of one workplace.</p> <ul style="list-style-type: none"> <li>● Service learning project</li> <li>● Planned travel to work</li> <li>● Time management plan</li> <li>● Speed dating activity</li> <li>● Research an industry professional in preparation for a Work Based Learning experience/guest speaker</li> <li>● "First day at work" guide</li> </ul> <p>Community service or networking event reflection</p>
Demonstrates professionalism	
Is punctual	
Takes responsibility	
Demonstrates integrity & ethical behavior	
Acts responsibly with others in mind	
Knows how to navigate the organization	
Understands how to build, utilize and maintain a professional network of relationships and understands the role such a network plays in personal & professional success	
Understands health & safety risks in the workplace	
Understands the role of employers and employees in communicating about risks, reducing risks & creating a safe work environment	

<b>Workplace Context &amp; Culture: Additional Resources</b>
Junior Achievement <a href="#">JA Career Success Program</a>
Session Four: Get Hired: Strong Soft Skills
SB1070 Career Pathways: <a href="http://www.CareerAcademics.org">www.CareerAcademics.org</a> CareerReady! Developing Professionalism
San Diego Workforce Partnership: <a href="http://workforce.org/connect2careers">http://workforce.org/connect2careers</a> Coming Soon!
<p>The New World of Work: <a href="http://www.newworldofwork.org/21st-century-skills/">http://www.newworldofwork.org/21st-century-skills/</a>  <b><u>The New World of Work-21st Century Skills: Instructor Resources:</u></b></p> <ul style="list-style-type: none"> <li>● <i>Resume and Cover Letter</i> PowerPoint</li> <li>● Brainstorming Activity (what to include in your resume)</li> <li>● Resumes, Cover Letters, and Letters of Recommendation: Tips</li> <li>● <i>Interviewing: The Story of You</i> PowerPoint: Interview Tips</li> </ul>

