

Instructor's Guide

for

GETTING THE JOB YOU REALLY WANT SERIES, VIDEO 10:

GETTING TO KEEP THE JOB YOU FIND

"You have to do the minimum to keep from getting fired. But if you want pay increases and promotions, you have to do more." Mike Farr, Getting the Job You Really Want

Overview

This program focuses on how to do well and get ahead in any job you find. Those who plan and have career goals are more likely to be satisfied in the long run with their lives. In fact, we have more control over our lives than we think and can do specific things to make our lives what we want them to be.

You can do things on the job to stop from being fired such as being honest, avoiding conflict, and dressing neatly, but to get ahead you need to do more. When you begin a new job determine what management expectations are. Ask your supervisor for advice about getting along and getting ahead. Also ask what you should focus on to succeed.

12 steps to survive and get ahead on the job are as follows:

1. Correct weaknesses in your basic skills.
2. Dress and groom for promotion.
3. Arrive early; stay late.
4. Be positive and enthusiastic.
5. Avoid negative people.
6. Set goals.
7. Ask for more responsibility.
8. Ask for advice in getting a pay raise or promotion.
9. Ask for training.
10. Learn more on your own time.
11. Volunteer for difficult projects.
12. Get measurable results.

Keep planning throughout your career. Set goals and work toward them. Your job will change whether you want it to or not, for example, because of changes in

technology. Project further than next year in your planning so that you are ready for change.

Be prepared if things are not working out. If you don't feel good about your job, talk to someone first, rather than quitting or becoming unproductive or negative. Identify the problem and try to solve it so you can avoid it in future.

Finally, trust yourself. You know yourself better than anybody. Do things in your life and career that are worthwhile. Remember, all work has value, so believe in what you're doing. Enjoy your life and thank people who help you along the way.

Presentation Suggestions

State that those who plan and set career goals are more likely to be successful. Ask the students where they want to be in 5 years in their careers. If anybody isn't sure about what his or her job should be like in 5 years, ask what they want their lifestyle to be like; that may help them define their career goals. Point out that career and other life activities and values are related.

After everybody has had a chance to state or write down a 5-year career goal, give them the **Anticipation Quiz** to complete prior to viewing the video. If you wish, allow the students to state their answers and discuss them.

Show the video. Encourage students to make changes to the answers they put down for the Anticipation Quiz while watching the video.

At the conclusion of the video, ask students to discuss any changes they made to the answers on the Anticipation Quiz as a result of information in the video. Follow up the discussion with the **Activities**.

Use the **Discussion Questions** to request oral or written responses from students, or assign the questions as homework essays.

Give the **Quick Quiz** at the conclusion of class and correct the quizzes as a group.

Assign the **Homework Option**, if desired.

Anticipation Quiz

Directions: Answer these questions as completely as possible. You will revise your answers as you watch the video.

1. What things do you have to do to simply keep your job?
2. What things can you do to get ahead on the job?
3. Can you count on your supervisor to make sure you succeed?
4. How can you measure your job performance?

5. What part does attitude play in getting ahead in a job?

Answer Key

1. Dress and groom neatly; avoid being late or absent; be honest; avoid conflict.
2. Correct weaknesses; dress for promotion; work extra hours; be positive; avoid negative people; set goals; ask for responsibility; ask your supervisor how to get ahead; get training; volunteer for difficult projects; get measurable results.
3. No
4. Keep records of your activities. Quantify your results: track money made, orders taken, or people served, etc.
5. If you believe you can get things done, you're more likely to make them happen.

Activities

Activity #1

Title: Correct Weaknesses

Format: Individual

Time: 20-25 minutes

Materials: Pen, paper

Procedure:

1. Provide each person with some sheets of paper and a pen.
2. Ask each person to write down one skill that he or she could improve. Give examples such as interpersonal skills, writing, math, computer skills, or being well organized.
3. Ask students to write down six actions they could take to improve in that area (for example take classes, role play with friends, read a book, practice a skill on their own, etc.).
4. Ask a few volunteers to read their action list and share ideas with each other.

Activity #2

Title: Measuring Your Results

Format: Small group

Time: 20-25 minutes

Materials: Index cards, pen

Procedure:

1. Organize the class into groups of four.
2. Write this list on the board or overhead:
 - a. Waiter/waitress
 - b. Telephone repair person
 - c. Factory production line supervisor
 - d. Nurse
3. Assign one of these jobs to each group. Tell each group to come up with at least three ways you could measure results in such a job. Allow about 5-10 minutes for this.
4. When the groups have listed their three methods of measuring results, ask them to discuss formats for showing their results in this job to a supervisor. Examples for measuring results are a bar chart comparing past sales with current sales, a table listing number of customers served by shift, or a written report.

Discussion Questions

1. The video cautions to avoid negative people. What are some signs of negativity people exhibit on the job? Are people who talk about how hard it will be to be successful on a project negative or realistic? How do you tell the difference?
2. If you volunteer to take on a difficult project and you fail, why, as one speaker in the video says, will nobody be upset? Do you think that's always true?
3. How important to you is doing something worthwhile with your life? If you have a job you don't believe has value to yourself and others, can you be happy in the rest of your life? Why or why not?

Quick Quiz

Note: You may read these questions out loud, allowing time for students to respond, or copy and hand this out as a written exercise. If you read the quiz, write responses on the board/overhead.

Directions: Below are several of the 12 steps to survive and get ahead in your job. Fill in the missing words from the Word Bank.

Word Bank

enthusiastic

volunteer

responsibility

measurable

learn

groom

negative

goals

late

weaknesses

1. Correct _____ in your basic skills.
2. Dress and _____ for promotion.
3. Arrive early, stay _____.
4. Be positive and _____.
5. Avoid _____ people.
6. Set _____.
7. Ask for more _____.
8. _____ for difficult projects.
9. Get _____ results.
10. _____ more on your own time.

Answer Key

- | | |
|----|----------------|
| 1. | weaknesses |
| 2. | groom |
| 3. | late |
| 4. | enthusiastic |
| 5. | negative |
| 6. | goals |
| 7. | responsibility |
| 8. | Volunteer |
| 9. | measurable |

Homework Option

The video advises that the job you do meets your employer's expectations. Interview somebody who supervises people. Ask what types of expectations he or she has of employees. Do employees often ask the supervisor what he or she expects of them? What would the supervisor think of an employee who did that? Using what you learned in the interview, including quotes from the interviewee, write a short article about meeting employer expectations. Pretend that the article will be posted on a career Web site.