



Task Title: Speaking up at Work

OALCF Cover Sheet – Practitioner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes No

Goal Path: Employment Apprenticeship
Secondary School Post Secondary Independence

Task Description: The learner will read and reflect upon a fictional work scenario to determine how to respond.

Main Competency / Task Group / Level Indicator:

- Find and Use Information/Read Continuous Text/A1.2
- Communicate Ideas and Information/Write continuous text/B2.2

Materials Required:

- Pen/pencil and paper and/or computer or digital device

Instructor Notes

Provide the learner with the 'Taking Credit for Someone Else's Work' case scenario. Provide writing instruments or a computer for completing the tasks.

To change this task into "Interact with Others" B1.2, you can have learners discuss the answers in a group or with an instructor. This can be done instead of writing the answers or as an extra after working independently. The tasks can then lead to the learner being given a chance to revise their answers from thoughts within the discussions.

The discussions and potentially the re-writes would also represent "F. Engage with Others".

Learner Information

Workers sometimes find themselves in work situations where they have to speak up for themselves.

Read the "Taking Credit for Someone Else's Work" Case Scenario.

Case Scenario - Taking Credit For Someone Else's Work

Cameron has just started a new job at a manufacturing plant that assembles car parts. He has completed the training and has been placed on an assembly line with four other men. One day the foreman has a team meeting to discuss how the assembly line can work better together.

The foreman asks Cameron and his co-workers to come up with ideas and present them at the next meeting. Cameron has noticed that when breaks are staggered it wastes a lot of time because the line is slowed down four different times. He thinks it would be more efficient if everyone took a 15-minute break at the same time. He feels shy and intimidated to bring this up because he is new on the job. He doesn't want to seem like a know-it-all so he keeps the idea to himself.

The next day, when the first person takes their break, Cameron casually mentions to Roger, one of the other men on the line, that it might be better if everyone took their breaks at the same time. Roger replies, "This is the way it has always been done."

At the next meeting with the foreman, Roger makes the suggestion that Cameron mentioned to him. For the next week, the group tries taking their break all at the same time, and sure enough productivity increases. The foreman thanks Roger at the next team meeting and he is rewarded with a gift certificate to a local restaurant for coming up with an innovative idea.

Work Sheet

Task 1: How should Cameron approach this situation with the foreman?

Answer:

Task 2: What should Cameron say to Roger?

Answer:

Task 3: What, if any, blame should Cameron personally take for what happened?

Answer:

Task 4: Describe a time when something like this has happened to you or to someone you know. What was the outcome?

Answer:

Answers

Task 1: How should Cameron approach this situation with the foreman?

Answer: Answers will vary, but could include:

- Approaching him outside the meeting if he was uncomfortable stating his idea publicly
- Acknowledging he is new, but pointing out his observations during break time
- Presenting his idea as a suggestion, not an accusation of mismanagement

Task 2: What should Cameron say to Roger?

Answer: Answers will vary but could anything from telling Roger he was hurt that he didn't credit him with the idea of everyone taking the same break, or Cameron not saying anything at all but taking it as a lesson learned experience.

Task 3: What, if any, blame should Cameron personally take for what happened?

Answer: Answers will vary but could include the fact that Cameron didn't speak up himself, told Roger his idea, so Roger might have thought it was okay for him to share the idea. That said, Roger could have credited Cameron with the idea.

Task 4: Describe a time when something like this has happened to you or to someone you know. What was the outcome?

Answer: Answers will vary.

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A1.2	Scans text to locate information			
	Locates multiple pieces of information in simple texts			
	Makes low-level inferences			
	Makes connections between sentences and between paragraphs in a single text			
	Follows the main events of descriptive, narrative, and informational texts			
	Obtains information from detailed reading			
B2.2	Writes texts to explain and describe			
	Conveys intended meaning on familiar topics for a limited range of purposes and audiences			
	Uses limited range of vocabulary and punctuation appropriate to the task			

Task Title: SpeakingUpAtWork_E_A1.2_B2.2

This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print):

Learner (print):
