



Task Title: Our Changing Workplace

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:

Learners on the employment path will discuss their ideas on workplace protocols and how they can affect them.

Main Competency/Task Group/Level Indicator:

- Communicate Ideas and Information/Interact with others/B1.2
- Engage with Others/F

Materials Required:

- Pen/pencil and paper or digital device

Learner Information

The workplace is a very interesting environment. Some employees work by the rules and others find ways to make the rules bend in their favour.

Look at the workplace tasks and discuss your opinions in small groups or with your practitioner.

Work Sheet

Task 1: At work people who smoke seem to get more breaks than those that do not smoke. How could this be avoided? Discuss with your group.

Answer: No written response required.

Task Completed: Yes

Task 2: A co-worker asks the manager if they can come in later and leave later in order to drop their child off at school. How can this affect your own work? Discuss with your group.

Answer: No written response required.

Task Completed: Yes

Task 3: An employee is coming back from a maternity leave that you have been contracted to cover. She knows that you have small children at home and asks if you would like to job share with her. What would be the pros and cons of this kind of employment situation? Discuss with your group.

Answer: No written response required.

Task Completed: Yes

Answers

Task 1: At work people who smoke seem to get more breaks than those that do not smoke. How could this be avoided?

Answer: Discussions will vary, but may include

- Regular breaks that everyone should take....no more, no less
- The workplace could have a designated smoking area, so smoking employees feel there is a reasonable place to go on regular breaks to smoke
- Supervisors should monitor smoking breaks that are taken outside of the regular break schedule and the smoking employee needs to be approached, as it is not fair to non-smokers

Task 2: A co-worker asks the manager if they can come in later and leave later in order to drop their child off at school. How can this affect your own work?

Answer: Discussions will vary, but may include

- If you have to be late one day, there is one less person to cover for you
- It may be time outside of office/working hours
- Someone with children should not have more benefits within the workplace than someone without children

Task 3: An employee is coming back from a maternity leave that you have been contracted to cover. She knows that you have small children at home and asks if you would like to job share with her. What would be the pros and cons of this kind of employment situation?

Answer: Discussions will vary, but may include

<p>Pros:</p> <ul style="list-style-type: none">• You still have a job• The job can work around your children's and spouse's schedule• You can do the parts of your job you enjoy	<p>Cons:</p> <ul style="list-style-type: none">• The job is only part-time• The original employee may want the same time off work as you and she's senior
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<ul style="list-style-type: none">• Share the job responsibility• Good to bounce ideas off together	<ul style="list-style-type: none">• You may both enjoy the same parts of the job and dislike the same parts• Share the responsibility for mistakes• You must always think about potentially compromising ideas
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Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
B1.2	Demonstrates some ability to use tone appropriately			
	Uses strategies to maintain communication, such as encouraging responses from others and asking questions			
	Speaks or signs clearly in a focused and organized way			
F	recognizes roles of others			
	acknowledges/identifies responsibilities			
	accepts one's share of responsibilities			
	acknowledges and accepts other's perspectives			
	adapts behaviour to the demands of the situation			
	shows an awareness of group dynamics			
	demonstrates tolerance and flexibility			

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Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
	makes contributions that take into account one's strengths and limitations			
	contributes to finding a mutually agreeable resolution			

This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print):

Learner (print):
