

Online Lesson 9: Employee of the Month

How to be a Good Employee

Lesson 9: This lesson is about how to behave and act on the job. You will watch an Intro to Lesson 9 video, take a Being a Good Employee True/False quiz, view a Being a Good Employee PowerPoint, complete a Workplace Scenario exercise, and search for qualities of a good employee.

MATERIALS

Intro to Lesson 9: <https://www.youtube.com/watch?v=ITqDYaQV-o4&feature=youtu.be>
“Being a Good Employee” True/False quiz
“Being a Good Employee” PowerPoint
Workplace Scenario exercise

LESSON

- Watch the Intro to Lesson 9 video.
- Take the “Being a Good Employee” True/False quiz.
- Review all your answers to the quiz while viewing the “Being a Good Employee” PowerPoint.
- Complete the Workplace Scenario exercise. Read through each scenario. Write down in the space provided what you would do in that situation based on what you have learned during the quiz and PowerPoint.
- Use the internet to search 6–8 qualities or characteristics of a good employee. Answer the following questions; type your answers in a Word document:
 - What characteristics did you find?
 - Did different websites have similar characteristics?
 - Why do you think these characteristics are important?
- You have completed Lesson 9!