**Worksheet 12**

**Job Values**

 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class: \_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

Choose the values from the 4 boxes below and categorize them into different bags according to their importance in your work-life in the future.

|  |  |  |
| --- | --- | --- |
| http://www.stnicholascenter.org/media/images/m/money-bags.gifExtremely Important | http://www.clipartbest.com/cliparts/jTx/77A/jTx77AAXc.pngRather Important | http://www.elizabethtown-kitley.on.ca/sites/elizabethtownkitley.civicwebcms.com/files/media/Miscellaneous%20Clip%20Art/garbage%20cans.bmpNot Important at all |
|  |  |  |

|  |
| --- |
| Prioritize your choices in each column from Number 1, the highest order to Number 5, the lowest. |
| 12345 | 12345 | 12345 |

Share your reasons why you think those values are extremely important, rather important and not important to you to your work-life in the future. Before you start, use a mind-map to help you to organize your ideas.

|  |
| --- |
|  |

If you were the employer, what attitudes / values towards work would you expect your staff to have?

(Name as many as you can)

|  |
| --- |
| http://thumbs.dreamstime.com/t/happy-boss-sitting-behind-his-desk-28097478.jpg |

Discuss with your partner / groupmates why the employers think those values / attitudes are important.

Read the clip below and think how much you agree to the employers’ views.

|  |
| --- |
| **What Upsets Employers Most**Dishonesty and lyingIrresponsibility, goofing off, and attending to personal business on company timeArrogance, egotism, and excessive aggressivenessAbsenteeism and latenessNot following instructions or ignoring company policiesA whining or complaining attitudeAbsence of commitment, concern, or dedicationLaziness and lack of motivation and enthusiasm |
|  |
| **And, to a lesser extent:**Lack of character, disrespect, making ill-informed decisions,and taking credit for work done by others |

*(Information taken from a nationwide survey of 100 Fortune 1000 companies vice presidents complied by Accountemps, USA)*