

## 8<sup>th</sup> Grade - Career Management

### Unit 4: Work Place Readiness

Teacher: Keri Beth Jones

#### Standard(s) Covered:

- MSCM8-1: Students will develop and demonstrate positive interpersonal skills.
- MSCM8-3: Students will examine and demonstrate an understanding of employability skills to enhance career success.

#### EQ:

- EQ: What skills do you need to have in order to be successful in the workplace?
- EQ: What are interpersonal skills?

#### Objectives:

- Students will take a variety of assessments in order to determine what kind of student they are, what learning style they have, which study habits they need to improve, and how strong their character is.
- Students will answer questions based on their results from the self-assessments.
- Students will work with a partner to create a book on interpersonal skills using Microsoft PowerPoint.
- Students will learn how to save a PowerPoint as a .pdf file.
- Students will learn how to create a flipbook by uploading their .pdf file to [www.flipsnack.com](http://www.flipsnack.com).
- Students will learn how to create a QR code using [www.visualead.com](http://www.visualead.com).
- Students will learn how to create a flyer in Microsoft Publisher.
- Students will learn how to create a text block logo using [www.cooltext.com](http://www.cooltext.com).

#### Time: 4-5 Days

#### Activities:

##### Day 1 –

- Please finish the budgeting reflection questions and time management reflection questions in your notebook from yesterday before you begin this new unit today.
- Please show me your notebook before you start on the next assignment so that I can check your work for a grade.
- You will need your notebook for this assignment as well. Open this document and click on the link to take the 4 assessments. As you take the assessments, answer the questions for each assessment in your notebook. [EDUCATION PLANNER ASSESSMENTS](#)
- After you finish your assessments and the questions for each assessment, show Mrs. Jones your notebook for another notebook check.
- Then, please post your name and learning style on this board. You can get the password by looking on the white board up front! <http://padlet.com/wall/8AGroups>
- After multiple people finish, please arrange yourself into groups on the padlet wall above. You should arrange yourselves into groups of 2-3 and each person in your group should have your same learning style.
- While you are waiting for your group to be formed, you can take the new quiz (pre-assessment) posted in Zondle and play the games for Work Place Readiness.

##### Day 2 –

- By now, ALL students should have finished the EducationPlanner.org self assessments and reflection in your notebook from last week and put your name on the padlet for your class with your learning style. If you have not done those things yet, please do so ASAP!
- Find a partner by looking at the padlet link (SEE BELOW) and then put your name beside that person's name on the padlet screen.
- As soon as you have a partner, you can begin this assignment: [INTERPERSONAL SKILLS PROJECT](#)
- Mrs. Jones will go over this assignment with everyone!

### Day 3 –

- **Formative Assessment:** What are Interpersonal Skills?
- Continue working on the [INTERPERSONAL SKILLS PROJECT](#) with your partner. Make sure you view the examples below to get ideas!
- **EXAMPLES:**
  1. [Amelia, Claire, and Dewayne](#)
  2. [Colby, Julia, and Jesse](#)
  3. [Turner, Hunter, Jack, and Carter](#)
- Here are some more resources for you to use about interpersonal skills:
  1. [List of Interpersonal Skills](#)
  2. [Georgia's College of Ed page on Interpersonal Skills](#)
  3. [Interpersonal Skills Influence Job Performance](#)

### Day 4 –

- **Formative Assessment:** Name 10 Interpersonal Skills.
- Continue with Interpersonal Skills Project. **Due date has changed to Friday, November 15th!** - You're welcome! :)
- **Remember:** We will have a guest speaker tomorrow! Please report to the Media Center for class instead of coming here.

### Resources Needed/Teacher Preparation:

- Update website with daily agendas
- Make a sheet with questions for each of the Education Planner Assessments
- Make a padlet wall (password: group) for students to arrange themselves in groups
- Assign formative assessment on Zondle.com for Work Place Readiness
- Assign topic for games on Zondle.com for Work Place Readiness
- Type information sheet for Interpersonal Skills Project
- Be prepared to show students examples of PowerPoints
- Show students how to create a flipbook in Flipsnack
- Show students how to create a flyer in Microsoft Publisher
- Show students how to create a QR that links to their flipbook in Flipsnack
- Make a document that teaches students how to create a cooltext and upload to the website