1

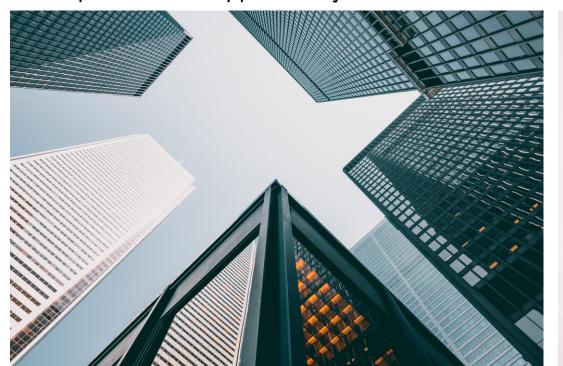
SOCIAL STUDIES-FORM 3

Personal Development: Work and Work Ethics

Curriculum Planning and Development Division

SPECIFIC LEARNING OUTCOMES

- define relevant terms and concepts- work ethics, appraisal, resume, bonus
- state reasons why people work
- explore the types of jobs that are available in Trinidad and Tobago







WORK ETHICS

- The set of values, rules and regulations to be followed by all employers and employees whether they work from home, office or elsewhere.
- Some rules address lateness /unpunctuality, irregularity, inappropriate dress wear, language and sexual harassment.



EXAMPLES OF ETHICAL BEHAVIOURS IN THE WORKPLACE

- obeying the employer's rules,
- effective communication
- taking responsibility
- accountability
- professionalism
- trust and mutual respect for your co-workers

EXAMPLES OF UNETHICAL BEHAVIOURS

- lateness /unpunctuality
- irregularity
- inappropriate dress wear
- inappropriate language
- giving false information on resume
- taking credit for other person's work
- sexual harassment
- extended breaks

HOW TO AVOID UNETHICAL ISSUES

Employers

- should give new employees written rules together with their employment contract regarding workplace ethics.
- place written rules in main areas to help remind people of them.
- have rewards for persons who work well and abide by the rules such as good
 - appraisals, certificates, promotion and bonuses.
- communicate with workers on an ongoing basis.

A **resume** is a written document of your education, skills, work experience and achievements that is used to apply for jobs.

An **appraisal** is a formal assessment of your performance at work.

A bonus is money added to a person's salary or wages as an incentive or as a reward for good performance.

BENEFITS OF ETHICAL BEHAVIOUR

- It ensures maximum productivity at work.
- Assists in career growth-
- A person can benefit from a promotion
- One can be trusted to be sent on training to gain more knowledge and skills
- assists in good relationships and team building







• Marion's work in the office starts at 8:00 a.m. and finishes at 4:00 p.m. She has a 15 min break in the morning at 10:00 to 10:15. Her lunch hour is from 12:00 noon to 1:00 pm. Marion arrives almost every day at 8:30 a.m. She chats with her coworkers for half an hour and then starts her work. At exactly 10:00 am she takes her break and starts back to work at 10:30 a.m. She goes out for lunch at 12:00 noon and returns after 1:00 every day.

SCENARIO

Complete the following exercise.

- What are some of the issues in this scenario?
- How can Marion resolve these issues?
- What can the employer do to help resolve the issues?
- Can you give some possible solutions to the issues?

Issues

Marion

- is unpunctual
- shows little respect for workers' time
- is showing little responsibility or accountability
- Her actions will result in low productivity

Possible Solutions

- Marion can communicate to the employer that she will be coming in late due to some unforeseen circumstances.
- If the situation is continuous she can communicate with the employer to work out a flexible time such as working from 9:00 to 5:00.
- She can bring lunch to work so she would not have to leave the building.
- She can also show accountability and try to regain trust by getting her work done on time.
- The employer can
- communicate with her about her behaviours and remind her about the rules.
- advise her on how to manage her time.
- have time management and team building sessions with the entire staff
- Her co-workers can encourage her by suggesting ways for her to be on time and discourage her from conducting morning chats

REASONS WHY PEOPLE WORK

- "Work, besides making money, is meaningful daily life activity making something, serving someone, providing something of worth to others (either individually or to the community in which you live [local or globally]). And I believe it is woven into the nature of humans to both desire meaningful, productive activity and to gain satisfaction from the same."
- (What is the Purpose of Work? Dr. Paul White, 2020).

REASONS WHY PEOPLE WORK

- To receive an income
- To provide for their individual needs and wants- food clothing, shelter (house)
- To take care of their family
- To get a higher standard of living
- To gain self fulfilment

- Click on the link below to view the video.
- https://www.youtube.com/watch?v=Uo0KjdDJr1c
- What would make this interview successful?

- Click on the link below and read page xxxvii after Term Description in the
- Dictionary of Occupations for Trinidad and Tobago
- https://www.moe.gov.tt/publications/
- Give the description of
- 1. Crop Farmer/Crop Grower
- 2. Look at one more occupation of your choice and give the relevant description of it.

SOURCES

- Publications Ministry of Education. Ministry of Education. (2020). Retrieved 21 May 2020, from https://www.moe.gov.tt/publications/.
- What is the Purpose of Work? Dr. Paul White. Dr. Paul White. (2020). Retrieved 20 May 2020, from http://www.drpaulwhite.com/what-is-the-purpose-of-work/.
- (2020). Retrieved 21 May 2020, from https://www.youtube.com/watch?v=Uo0KjdDJr1c.

Thank You.