

PDP Lesson Plan

SK-5 –Describe Workplace Components

Time: One class period

Materials Needed: Access to computer and Internet if using PDP Online

Starter Kit Student Workbook

Flip Chart Paper or Marker Board

Outcome: Students will be able to identify components of the workplace in their chosen career field.

Introduction:

Begin the class by showing videos on careers. Ask students to be aware of the many different careers being introduced through out the video. The Bureau of Labor Statistics publishes an occupational outlook handbook. Visit www.bls.gov/oco. Likewise a variety of resources are available online at Web sites such as: www.careerbuilder.com Using brain storming techniques, have students develop a list of potential job sites in the local and regional area. Using team negotiation skills from SK2, prioritize the group's choice for a field trip. With the guidance of the instructor, contact the business and arrange a tour.

TIPS- Remind students about business etiquette. See if they will need money for lunch or breaks. Secure permission slips and medical information release form.

To allow business and industry to verify a large number of students on a tour, compose a letter containing verification of the business tour, including the names of participants. During the visit request a signature, then photocopy the letter and provide one for each student to place in her or her notebook.

Instructions for Paper Version:

Ask students to read the introduction on Page 13.

Have students participate in the tour and complete the evaluation sheet on Pages 13 and 14.

Instructions for Online Version:

Ask students to complete online module SK5

Have students participate in the tour and complete the evaluation from the worksheet.

Summary and Closure:

“In this lesson you participated in a tour and completed a series of questions from your observations of workplace components. In future PDP levels, you will learn more about careers in your chosen field and employment opportunities.”

Assessment:

Review answers to questions in Activity 1.

Base your evaluation on the completed tour. If possible include verification from the business & industry representative.

Optional Activities:

Students' tasks in the assignment could be to contact a business by telephone and follow up by preparing a written confirmation letter to send to the business representative. Upon completion of the activity, write thank-you notes to business representatives, school administration, bus drivers, etc.

If using the online version, ask students to participate in the online collaboration activities in the module.

To enhance students' public relation skills, have them prepare news releases for the school or community and take photographs to create a scrapbook.

In a roundtable discussion, have students talk about their experiences. Select a leader and a recorder.

1. Compare positive observations
2. Compare negative observations
3. Try to forecast the future of the job
4. Suggest how "you" as a new employee would react to the job
5. Identify common similarities observed at the workplace visited