

Unit #3 Title: Personal Job Skills

Lesson Title: School Success

Lesson: 1 of 2

Grade Level: 2

Length of lesson: 30 minutes

Mississippi College and Career Readiness Standard:

SL.2.1, SL.2.1A, SL.2.1B, SL.2.2, SL.2.3, SL.2.4, SL.2.6, L.2.1

American School Counselor Association (ASCA) Mindsets and Behaviors:

M 1, M 2, M 5, M 6

B-LS.4, B-LS.6

B-SMS.1, B-SMS.2, B-SMS.6, B-SMS.9

B-SS.1, B-SS.5

Materials and Resources (include handouts or supporting documents)

Poem *I Am Wonderful!* written by Annie Moffatt

Personal Skills for School Success Activity Sheet (one copy for each child)

Crayons, pencils, markers

Enduring Life Skill(s)

	Perseverance	X	Integrity	X	Problem Solving
	Courage		Compassion		Tolerance
X	Respect				

Lesson Measurable Learning Objectives

The student will identify three skills he/she models in each of the three skill areas: personal, ethical, and work habits.

Lesson Formative Assessment (acceptable evidence):

Assessment should relate to the performance outcome for goals and objectives.

Assessment can be question answer, performance activity, etc.

Students will demonstrate knowledge of personal, ethical, and work habit skills by indicating personal, ethical and work habit skills on an activity sheet.

Lesson Preparation

Essential Questions:

Why do people need good work habits?

Why is honesty important at work and at school?

Engagement: (Hook)

The instructor will read the poem, *I Am Wonderful*, and act it out.

Procedures

Instructor Procedures/Instructional Strategies:	Student Involvement/Instructional Activities:
<ol style="list-style-type: none"> 1. Counselor says, “I am going to read a poem called, <i>I Am Wonderful!</i> - Watch me as I act it out.” 2. Counselor reads the poem aloud, and teaches students how to act it out. 3. The counselor continues by saying, “I am going to say it again, this time you say with me.” 4. The counselor says, “This poem is about <i>Personal, Ethical and Work Habit Skills.</i> Personal, ethical, and work habit skills are very important every day. Let’s say the poem together again.” 5. The counselor continues with the discussion by saying, “These are skills that help you to be successful in school or on the job. We’ve talked a lot about personal skills...Do you know what ethical skills are? Do you know what work habit skills are? Instructor writes the terms on the board and continues leading discussion with student examples. 6. Review these skills if they are not shared during the discussion: <ul style="list-style-type: none"> <u>Personal Skills</u> are skills about how a person treats themselves or others. Important personal skills: helpful, friendly, kind, caring, good listener, and compassion. <u>Ethical Skills</u> are skills a person uses when trying to do the right thing in different situations. Important ethical skills: honesty, doing the right thing, doing your own work and doing your best work. <u>Work Habit Skills</u> are skills a person uses to complete an assignment/job. Important work habit skills: neat, organized, completing work and getting work done on time. 	<ol style="list-style-type: none"> 1. Children listen and watch. 2. Students watch and act it out with counselor. 3. Students attempt to say the poem and act it out. 4. Students say the poem and act it out. 5. Students give examples of ethical work habit skills (honesty, doing your own work, showing up on time, etc.) and positive work habit skills (being organized, completing work, neat work, etc.). 6. Students review skills not shared during the discussion.

<p>7. Counselor says, “Now we are going to do an activity sheet about personal, ethical and positive work habit skills. We will do the activity sheet together.</p> <p>8. The counselor facilitates discussion of each type of skill as students complete activity sheet as a group.</p> <p>For example: “Both are personal <i>choices</i>. The best answer is capital A because taking a bath and wearing clean clothes’ is a part of being healthy. You feel better when you are wearing clean clothes, too. Wearing clean clothes is a Personal Skill that will help you do better in school because you will look and feel better. If you did not mark capital A, erase the mark you made and make a new mark after capital A, taking a bath and wearing clean clothes, then put your pencil down.</p> <p>9. The counselor reads directions aloud for Part 2 and reviews responses with the class. Correct answers will be discussed.</p> <p>10. In closing, the counselor shares that during the next guidance lesson the class will be discussing classroom jobs.</p>	<p>7. Students complete activity sheet as a group.</p> <p>8. Students participate in discussion as they complete activity sheet as a group.</p> <p>9. Students continue to complete the activity sheet and discuss answers with the counselor and rest of the class.</p> <p>10. Students share closing comments.</p>
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Teacher Follow-Up Activities

The teacher can write the words Personal, Ethical and Positive Work Habits on the chalkboard. Have students make a list of three skills they model in the three skill areas.

Counselor reflection notes



I Am Wonderful!
By Annie Moffatt and Friends

I am...
Smart
Happy
Healthy
Snappy!
(Snap fingers three times.)

I am...
Learning
Sharing
Helping
Caring!
(Cross hands over your heart.)

I am ...
Honest
Thoughtful
Tidy
Wonderful!
(Make W's with both hands-first 3 fingers and use that to accentuate each syllable of wonderful.)



Activity Sheet

Name _____

Personal, Ethical and Work Habit Skills For School Success

Part 1:

Mark an X by the **PERSONAL, ETHICAL AND WORK HABIT SKILLS** that will help you be successful in school. Choose the best one on each row.

Part 2:

Once you have completed the checklist go back over the list together with your teacher and classmates and indicate whether the skills are Personal Skills (P), Ethical Skills (E) and/or Work Habit Skills (WH). Discuss your answers. (Some Personal, Ethical and Work Habit skills may overlap.)

P, E, WH	Skills	Skills	P, E, WH
	A. Taking a bath and wearing clean clothes	A. Wearing dirty clothes.	
	B. Shouting out your thoughts.	B. Waiting your turn to speak.	
	C. Not listening to others talk.	C. Listening to others talk.	
	D. Looking at others when they speak.	D. Not looking at others when they speak.	
	E. Copying another person's work.	E. Doing your own work.	
	F. Asking questions when you don't understand your schoolwork.	F. Not understanding and sitting quietly in class.	
	G. Being bossy.	G. Asking how you can help.	
	H. Washing my hands.	H. Not washing my hands.	
	I. Completing your work on time.	I. Turning your work in late.	
	J. Not brushing my teeth.	J. Brushing my teeth.	
	K. Cheating on a test.	K. Studying for a test with a friend.	
	L. Organizing your work.	L. Having a messy desk.	
	M. Being respectful to others.	M. Being rude to others.	
	N. Keeping a promise.	N. Breaking a promise.	
	O. Using someone's markers without permission.	O. Asking if you can borrow someone's pencil.	