

YOU'RE HIRED!

Activity 1:

When engaging in verbal or written communication what are the 2 things you should get across concisely?

Activity 2:

When in a meeting, list 3 ways you can be sure to pay attention.

Activity 3:

List 4 ways to sharpen your people skills.

Activity 4:

Separate into groups of 4. Allow each member of the group to describe a challenge they recently encountered. As a group, gather and analyze all the information you can about the problem. Consider various solutions and their impacts. Choose the best solution.

Activity 5:

List your strongest skills. List skills you need to work to sharpen and identify how you can improve them.

LINX EDUCATIONAL INSTRUCTOR'S GUIDE

ANSWER KEY

Activity 1:

- a. What is the problem/issue?
- b. What is the resolution?

Activity 2:

- a. Sit up straight.
- b. Pay attention to what is being said and how.
- c. Repeat what is said to be sure you heard correctly.

Activity 3:

- a. Smile more.
- b. Don't complain.
- c. Remember names.
- d. Never gossip.
- e. Look out for each other.
- f. Be part of a team.
- g. Lend a hand even when not asked.

Note to Instructor: There is no answer key for Activities 4 or 5. All answers will be individual according to the viewers experience and skills.

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