

Worker Actions Categorization Activity

Companies hire, recognize, reward, and promote great workers. **Directions:** Complete the table by categorizing the following as actions of great workers or not-so-great workers.

Actions of Workers	
<ul style="list-style-type: none"> ● ignore workplace rules ● exceed expectations ● embrace change ● require constant supervision ● create drama in the workplace ● complain about problems ● disrespect or ignore co-workers ● take ownership and responsibility 	<ul style="list-style-type: none"> ● follow workplace rules ● fail to meet expectations ● resist change ● complete tasks independently ● get along well with others ● anticipate and solve problems ● support and encourage co-workers ● hide mistakes or blame others

Great Workers	Not-So-Great Workers

Name _____

Date _____

Period _____

Qualities of Great Workers Matching Activity

The box below lists qualities of great workers. Read each of the 12 descriptions below the qualities box and write the matching quality on the line provided. Use each quality exactly one time.

Qualities			
▪ creative	▪ flexible	▪ knowledgeable	▪ professional
▪ courteous	▪ hard-working	▪ positive	▪ responsible
▪ efficient	▪ honest	▪ proactive	▪ self-motivated

Great workers...

1. have manners, are polite, and respect others _____	2. understand the job and can answer questions about the products or services of the company _____	3. tell the truth and are sincere _____
4. respond well to change _____	5. complete tasks correctly in a minimum amount of time _____	6. have innovative or unique ideas or solutions _____
7. dress appropriately and act in a business-like, mature manner _____	8. are accountable, reliable, and dependable _____	9. are diligent and focus on getting the job done _____
10. are optimistic, see the good in people, and are enthusiastic _____	11. take action before the problem occurs rather than responding only after it happens _____	12. take personal ownership, pride, and initiative when working _____

Worker Qualities Free Response Questions

Use complete sentences to answer the following questions.

1. Identify a career that interests you. What specific qualities would you need to have to be a great worker in this field?

Career: _____

Specific Qualities: _____

2. How do the qualities of great workers help them in terms of job offers, promotions, and opportunities? Explain your answer.

3. What qualities would you want your work supervisor to have? Explain your answer.

4. How will you know if you have the qualities of a great worker? Explain your answer.

Name _____

Date _____

Period _____

Worker Nickname Badges

Part 1. Below are name badges containing the nicknames of several workers. On the lines provided, identify each nickname as likely being that of a great worker or a not-so-great worker.

Negative Nellie

1. _____ worker

Positive Pablo

2. _____ worker

Susie Slacker

3. _____ worker

Carla Can-Do

4. _____ worker

Peggy Procrastinator

5. _____ worker

Terry Teampayer

6. _____ worker

Nora Not-My-Job

7. _____ worker

Cheerful Charlie

8. _____ worker

Messy Melvin

9. _____ worker

Part 2. Inside the name badges below, write the nicknames of three additional great workers. Be creative.

Part 3. Inside the name badges below, write the nicknames of three additional not-so-great workers. Be creative.

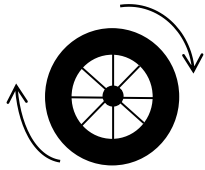
Name _____

Date _____

Period _____

Great Worker Qualities Rebus (Picture) Puzzles

Determine the worker quality that each picture represents. Answers may be a word or a phrase.



model

1. _____

pressure
calm

2. _____

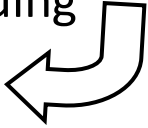
~~con~~ active

3. _____

b, c, __, e, f
tailed


4. _____

standing




5. _____

spirational




6. _____

+

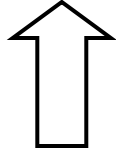


7. _____

est



8. _____



lifting

9. _____

Name _____

Date _____

Period _____

Qualities of Great Workers Word Search

Directions: Find the qualities of great workers within the box. The words may be vertical, horizontal, diagonal, or backwards.

Qualities of Great Workers

committed	diligent	focused	motivated	resourceful
considerate	efficient	helpful	organized	respectful
courteous	encouraging	inclusive	positive	responsible
creative	enthusiastic	intelligent	proactive	skilled
dependable	flexible	knowledgeable	reliable	trustworthy

t r r e s p o n s i b l e t r u s t w
 h k n o w k n g p r o a n e x t d r e
 e n t h u s i a s t i c c i n t e u t
 l o t o t k n l f o c u o p e n p n r
 p w r n n i c i l f o c u s e d e f u
 h l u o e l l n e e m o r e t g n o s
 f e s r i l u c x c d i a o i o d c t
 l d l a c g s l i n t e g l o r a u w
 e g d p i r i u b h e l i e c g b s o
 x e e m f a v s l f a d n n o a l i r
 i a p o f u e i e o v b g c u n e n t
 o b e t e k l c o n s i d e r a t e h
 r l n m c r e a t y i n t e t p o p y
 g e d o p o s c r e a t i v e c p r r
 a n l t e n t h u s i y t h o v e o e
 n c a i n t e l l i g e n t u i n a s
 i o z v a c o n s e v i t i s o p c p
 z u y a m b r e s p o n d s t r u t o
 e r r t o a l r e s p e c t f u l i n
 d a e e t c d e t t i m m o c t u v s
 a g d d i k d f l u f e c r u o s e r

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Great Workers	Not-So-Great Workers
follow workplace rules	ignore workplace rules
exceed expectations	fail to meet expectations
embrace change	resist change
complete tasks independently	require constant supervision
get along well with others	create drama in the workplace
anticipate and solve problems	complain about problems
support and encourage co-workers	disrespect or ignore co-workers
take ownership and responsibility	hide mistakes or blame others

Qualities of Great Workers Matching Activity

The box below lists qualities of great workers. Read each of the 12 descriptions below the qualities box and write the matching quality on the line provided. Use each quality exactly one time.

Qualities			
▪ creative	▪ flexible	▪ knowledgeable	▪ professional
▪ courteous	▪ hard-working	▪ positive	▪ responsible
▪ efficient	▪ honest	▪ proactive	▪ self-motivated

Great workers...

1. have manners, are polite, and respect others

courteous

2. understand the job and can answer questions about the products or services of the company

knowledgeable

3. tell the truth and are sincere

honest

4. respond well to change

flexible

5. complete tasks correctly in a minimum amount of time

efficient

6. have innovative or unique ideas or solutions

creative

7. dress appropriately and act in a business-like, mature manner

professional

8. are accountable, reliable, and dependable

responsible

9. are diligent and focus on getting the job done

hard-working

10. are optimistic, see the good in people, and are enthusiastic

positive

11. take action before the problem occurs rather than responding only after it happens

proactive

12. take personal ownership, pride, and initiative when working

self-motivated

Worker Qualities Free Response Questions

Use complete sentences to answer the following questions.

1. Identify a career that interests you. What specific qualities would you need to have to be a great worker in this field?

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3. What qualities would you want your work supervisor to have? Explain your answer.

4. How will you know if you have the qualities of a great worker? Explain your answer.

Worker Nickname Badges

Part 1. Below are name badges containing the nicknames of several workers. On the lines provided, identify each nickname as likely being that of a great worker or a not-so-great worker.

Negative Nellie

1. not-so-great worker

Positive Pablo

2. great worker

Susie Slacker

3. not-so-great worker

Carla Can-Do

4. great worker

Peggy Procrastinator

5. not-so-great worker

Terry Teampayer

6. great worker

Nora Not-My-Job

7. not-so-great worker

Cheerful Charlie

8. great worker

Messy Melvin

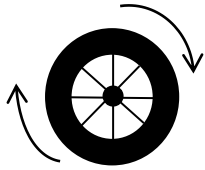
9. not-so-great worker

Part 2. Inside the name badges below, write the nicknames of three additional great workers. Be creative.

Part 3. Inside the name badges below, write the nicknames of three additional not-so-great workers. Be creative.

Great Worker Qualities Rebus (Picture) Puzzles

Determine the worker quality that each picture represents. Answers may be a word or a phrase.



model

1. role model

pressure
calm

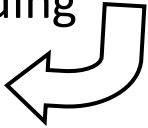
2. calm under pressure

~~con~~ active


3. proactive

b, c, , e, f
tailed


4. detailed

standing



5. understanding


spirational

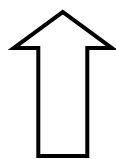
6. inspirational

+ 

7. positive thinking


est

8. honest

 lifting

9. uplifting

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committed	diligent	focused	motivated	resourceful
considerate	efficient	helpful	organized	respectful
courteous	encouraging	inclusive	positive	responsible
creative	enthusiastic	intelligent	proactive	skilled
dependable	flexible	knowledgeable	reliable	trustworthy

The word search grid contains the following words highlighted in red:

- responsible (horizontal, row 1, columns 3-13)
- trustworthy (vertical, column 14, rows 1-15)
- dependable (vertical, column 1, rows 1-15)
- creative (horizontal, row 7, columns 4-14)
- intelligent (horizontal, row 11, columns 3-13)
- reliable (horizontal, row 14, columns 4-14)
- flexible (vertical, column 2, rows 1-15)
- helpful (horizontal, row 2, columns 4-14)
- organized (horizontal, row 3, columns 4-14)
- proactive (horizontal, row 4, columns 4-14)
- skilled (horizontal, row 5, columns 4-14)
- resourceful (horizontal, row 6, columns 4-14)
- respectful (horizontal, row 8, columns 4-14)
- courteous (horizontal, row 9, columns 4-14)
- encouraging (horizontal, row 10, columns 4-14)
- inclusive (horizontal, row 12, columns 4-14)
- positive (horizontal, row 13, columns 4-14)
- motivated (horizontal, row 15, columns 4-14)
- knowledgeable (horizontal, row 16, columns 4-14)
- enthusiastic (horizontal, row 17, columns 4-14)
- efficient (horizontal, row 18, columns 4-14)
- focused (horizontal, row 19, columns 4-14)
- committed (horizontal, row 20, columns 4-14)
- considerate (horizontal, row 21, columns 4-14)