Needs Assessment CLB 5 / 6
***Employment – On the Job/Workplace Safety/Employee Rights and Responsibilities***

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| Below is a list of real-life tasks. Choose 3 **tasks** you are most interested in. Then, in your group, discuss your choices and see if your group can **agree** on the **top 3** **tasks** you are all interested in. |
| **Listening** |
| * Listen to co-worker talking about their likes and dislikes about an upcoming event.
* Listen to co-workers talking about their preferences for various work shifts.
* Listen to a phone message from a co-worker asking about switching a shift.
* Listen to instructions from my boss/manager at work.
* Listen to instructions about safety or security procedures at work.
* Listen to tips on how to deal with workplace conflicts.
* Listen to a performance review. (one-on-one meeting with manager)
* other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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| **Speaking** |
| * Engage in a lunchroom conversation with a new employee.
* Make a request and suggest politely to your boss about a workplace issue.
* Participate in a staff meeting.
* Tell someone how to do something.
* Ask your boss for time off.
* Communicate concerning errors on pay checks.
* Give a short presentation.
* Call your boss and tell you are running late providing a reason.
* other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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| **Reading** |
| * Emails from boss, customers or co-workers.
* Read and understand important notices from work.
* Understand your rights and responsibilities as an employee.
* Charts and graphs with important information.
* Health and safety on the job.
* other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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| **Writing** |
| * Write an email to your manager about a workplace issue.
* Write notes from a meeting.
* Take notes from a phone message.
* Write an informal, work related, invitation to your co-workers.
* Respond to a (meeting) request.
* Write a message/note to a co-worker.
* Fill out an incident report.
* other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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