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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |