

Building My Skills

# Checkpoint 3

## The world of work

Name: \_\_\_\_\_

Tutor: \_\_\_\_\_

Date: \_\_\_\_\_

## The world of work

### Task 1 (Compulsory):

In the context of the workplace please define what is meant by:

(a) Equality

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(b) Diversity

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### Task 2 (Compulsory):

Using the '15 Characteristics of the Ideal Employee' (*please see the next page*), prioritise the top 5 which you believe are most important in the job sector you are interested in.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Using the '15 Characteristics of the Ideal Employee' choose 3 characteristics that best describe you. Explain and give an example of how you have demonstrated these characteristics.

	Characteristic	Explain and give an example of how you have demonstrated these characteristics
1	<hr/>	<hr/> <hr/> <hr/>
2	<hr/>	<hr/> <hr/> <hr/>
3	<hr/>	<hr/> <hr/> <hr/>

**Task 3 (Compulsory):**

See checkpoint booklet. Complete the word search.

**Task 4 (Optional):**

Read the case study below and identify the key issues. What characteristics would you require as a manager to deal with this situation? You can use the characteristics provided or use some of your own examples.

**Case Study:**

After a number of years working well, an employee started to encounter problems with her performance at work. A pattern developed where the employee started to turn up 15 minutes after her agreed start time. Her lateness and attitude have impacted on her ability to meet key deadlines. Her manager had taken her aside to discuss her poor punctuality which was met with an unconcerned response; the employee was told that she was going to be taken through a performance management process.

What are the key issues?

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

What characteristics would you require as a manager to deal with this situation?

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