

**LESSON TITLE:** *Productivity and Academic Performance*

**INTRODUCTION:** Upon completion of this lesson, students will understand the importance of being productive workers and how academic performance correlates with productivity on the job.

**OBJECTIVES:**

- Understand the importance of following directions and procedures
- Understand the importance of keeping work area neat and clean
- Learn to complete work to the best of their ability and in a timely manner

**MODULE OVERVIEW:**

This module concentrates on teaching students to follow proper work guidelines and procedures. Students will learn to develop and follow good work habits, and learn the importance of a clean and neat work area.

Good work habits involve following rules and being safety conscious. This module explores other good work habits that we should applied to learning or working experiences. One especially helpful effective work habit is the willingness to become an active member of a group and to participate when the opportunity presents itself. By participating in activities, we expand our horizons and expose ourselves to new and exciting things. Actively participating is key to developing the habit of life-long learning.

**Soft Skills @ Work**



## PRODUCTIVITY

### Follow Safety Practices

An important part of work ethics is following established safety practices. At our school, each classroom or lab has safety procedures. The same will be true on the job. Each department in each company will have a set of safety guidelines to which employees should adhere.

These rules are not designed to punish the student or employee, but rather to protect them. Safety is always important and is everyone's responsibility. The failure to follow safety rules can result in a lost-time accident or even death.

When a company experiences a "lost-time accident" due to the minor injury of an employee, everyone is affected. Efficiency and profits will go down with each minute lost. Co-workers will see an immediate effect if they are paid on a group incentive plan and a team member is injured. The effect may not always be as direct and may not always be as evident, but the fact remains that everyone suffers with injury.

Following safety rules will not totally eliminate "lost-time accidents," but will dramatically decrease them.

### Conserves Material

It's not your money that is going down the drain if you make a mistake and have to scrap part of the materials, is it? Think again—in the long term it may actually be your money or at least the continuation of your current paycheck.

One might say, "How will my employer ever miss the 500 sheets of paper and 100 staples that I wasted by duplicating the wrong information? That's not a lot of materials when you consider what we use every day!" Well, what would happen if your company has 100 employees and each one made a similar mistake? Or, what if we were talking about expensive chemicals instead of paper and staples?

Always use only the materials necessary to adequately complete your task. Treat the materials as if you were paying for them yourself. One of the best ways to cut down on scrap is to do the job right the first time and to always be conscientious. Scrap costs your company or your school money and decreases the profit margin. A decreased profit margin has a direct effect on employees because with less to go around, less will be given back to the employees.

### Soft Skills @ Work



## Keeps Work Area Neat and Clean

Safety is everyone's job, but so is housekeeping. Most large businesses employ custodians or maintenance workers to handle heavy cleaning. However, each employee is responsible for maintaining his or her own workspace. Many workers feel that because of their busy schedules there is no time to straighten up every day, but the fact is that workers cannot afford not to.

It only takes a few minutes each day if done correctly. We should not leave our workspace until our work areas are clear, all trash has been discarded, and our chairs and equipment are properly put away. Since you can never be sure who will walk into your work area, it is necessary to always keep it presentable.

Part of housekeeping is organizing and filing. If information is filed in an orderly manner, then no time will be wasted looking for things that are misplaced. Therefore, work will be more productive and efficient in the long run.

## Follow Directions/Procedures

It is important to read all directions and procedures carefully before beginning any new task. It is equally important to consistently follow established procedures for the routine, mundane tasks performed each day. Failure to follow directions can be disastrous and can lead to bad grades or job loss.

Directions are developed by experts and are designed for our safety and expedience of work. Don't ever feel that you don't have to adhere to the prescribed steps and that you can do things your way.

## RESOURCES AND ACTIVITIES

- Productivity and Academic Performance PowerPoint
- Productivity and Academic Performance1
- Productivity and Academic Performance2
- Productivity and Academic Performance3
- Productivity and Academic Performance4
- G.P.A. Worksheet

## Soft Skills @ Work

