

Snow Packet

Careers

Mrs. Hendricks

1. First day of snow do pages A and B.
2. Second missed day do pages C and D.
3. Third missed day do page E.
4. Fourth missed day do page F.
5. Fifth missed day do page G.

Turn in all pages the day we return to school to be graded.

ACTIVITY 1

Ten Ways I Can Work Better With My Boss

Think of 10 ways you can be a good employee. Your ideas may include things that make you look good and ways you can make your boss look good. *Example: Be a good listener when your boss is speaking.*

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

ACTIVITY 2

How to Work With Your Boss

Read the brief description about each type of boss and write down two ideas of how you can work better with that boss.

A. The **over-attentive boss** keeps close watch over all information and resources. The boss wants constant progress updates, wants to make all decisions, and may be unwilling to listen to employees' ideas. This type of boss tends to question employees about their decisions, their work style, and the results.

List two ways you can deal with this type of boss:

- 1. _____
- 2. _____

B. The **mean boss** uses negative criticism to manage employees. It is not unusual for this boss to be feared and disliked by the employees.

List two ways you can deal with this type of boss:

- 1. _____
- 2. _____

C. The **unreasonable boss** is a workaholic and may not have a life outside the office. This boss expects their employees to work just as hard as or harder. The expectations of this boss may be unrealistic because the bar is set high and the employee is expected to succeed.

List two ways you can deal with this type of boss:

- 1. _____
- 2. _____

D. The **missing boss** has little or no interaction with employees. This boss is rarely seen until the project is complete. You may feel frustrated due to lack of direction, feedback, and constructive criticism.

List two ways you can deal with this type of boss:

- 1. _____
- 2. _____



ACTIVITY 1

Exploring Your Interests

I would like to volunteer at

An animal shelter

A nursing home

Because

I love animals and want to be a vet

I like caring for the elderly and want to be a nurse



ACTIVITY 2

I Am Unique Because...

Complete the sentence and then write at least four more sentences to finish the paragraph.

I am unique because _____

ACTIVITY 1

Personal vs. Professional

Looking at the email addresses below, circle whether each is a personal or professional email address.

iloveanimals@	Personal	Professional
john.doe@	Personal	Professional
mickey1994@	Personal	Professional
imafootballstar@	Personal	Professional
doe_john@	Personal	Professional
ishopuntilidrop@	Personal	Professional
janeKdoe@	Personal	Professional
blueeyes@	Personal	Professional
iluvmountaindew@	Personal	Professional
john76262@	Personal	Professional



ACTIVITY 2

Create an Email Address

Use the facts listed below each of the following names to create a personal and a professional email address. Use your imagination and be creative.

1. George Washington

- Favorite sport is baseball
- Likes to read
- Birthday is February 22, 1732

Personal Email Address _____

Professional Email Address _____

2. Thomas Jefferson

- Likes to write
- Is an artist
- Lives in Charlottesville, VA, 22901

Personal Email Address _____

Professional Email Address _____

3. Abraham Lincoln

- Likes to go fishing
- Is very tall
- Is very friendly

Personal Email Address _____

Professional Email Address _____