

Preparation Ideas

The masters mentioned in the activities for this lesson plan are at the end of this chapter. You can use them as is or adapt them for overhead transparencies, posters, and handouts. You can also write them on a board or flip chart, or you can use the PowerPoint slide versions on the *Instructor's Resources CD-ROM*. Decide in advance how you want to present this information, and prepare any visual aids before class begins. The masters for this session are as follows:

- ✓ What Employers Look For
- ✓ Great Expectations

ACTIVITY: What Does an Employer Expect?



Refer to student workbook: pages 6–7

Time required: approximately 20–25 minutes

Master used: What Employers Look For

This activity invites students to take on the employer's role. In this role, the students define what would be important to look for in an employee. Conclusions are not stated until the exercise has been completed. This approach encourages the students to internalize employer needs based on their own perceptions. Later, they are far more likely to respond to these employer needs in an interview and on the job.

You can use the master "What Employers Look For" during this activity or display it as a poster before class begins.

Refer students to the activity on workbook page 6 titled "What Does an Employer Expect?" Introduce the activity by saying, "It's important to understand what an employer looks for in a job seeker. I want you to take on the employer's role and examine just what an employer really wants from you."

Break your class into groups of three to five students. Have them read the instructions to "What Does an Employer Expect?" The main points are as follows:

- ✓ Assign someone to be the company recorder.
- ✓ Give your group a company name and list its product or service.
- ✓ List the types of positions that your company needs to employ.
- ✓ List the points you think are important to look for in potential employees. Make your list as long as possible; try to list 15–20 things.