

# PREPARING FOR TOMORROW'S WORKPLACE



## SCHOOL

- ▶ Class starts at 8 a.m.
- ▶ Complete homework
- ▶ Volunteer in school
- ▶ Homework after school
- ▶ Learn computer skills
- ▶ Dress neatly for school
- ▶ Practice good manners
- ▶ No attendance, no credit
- ▶ Communication with others
- ▶ Practice safety / follow rules

WHY?

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## WORK

- ▶ Clock in at 8 a.m.
- ▶ Complete a job application and work assignments
- ▶ Volunteer for work projects
- ▶ Work over-time to complete task
- ▶ Perform computer tasks
- ▶ Professional appearance
- ▶ Works well with others
- ▶ Communicate with co-workers and employees
- ▶ Safety at work means following the rules