

### WEEK 3: EMPLOYER EXPECTATION you to be well-prepared.

Write down your dream job.

Do you know what companies are in this field?

Do you know what new technologies are in this area?

Do you know what your duties would be?

Do you know how to get qualified?

How to research your dream job:

- Look at employment sites and read the job description
- Visit <http://www.skillsroad.com.au/students/industry-videos>
- Visit <https://jobjump.com.au/>

How do you know what the expectations are once you have the job?

- Read your job description
- Know the company plan – every Pty Ltd is required to have a company plan
- Know the organizational structure
- Keep up to date with press releases

What else can "well-prepared" mean?

- That you bring with you everything you may need (within reason) to get your job done AND keep you comfortable, safe and productive – this includes
  - Stationary
  - Toiletries
  - Lunch / drinks
  - A jumper/coat

#### Employers expect you to be focused on the job

Multitasking is when you do more than one thing at once, in an attempt to save time.

<https://www.youtube.com/watch?v=4RUPxTglBZ4>

GAME: Switch Tasking

#### Employers expect you to exercises care in carrying out tasks

##### ALTERING CARELESS WORK



**COSTS EVEN TWICE MORE**

## **Employers expect an ethical attitude to work**

What are ethics?

Game: What would you do if...

Take the ethics challenge: [http://vpssc.vic.gov.au/ethics\\_challenge/](http://vpssc.vic.gov.au/ethics_challenge/)

## **Employers expect positive communication**

Communication is a two way street – it is sending and receiving messages.

- Verbal: Verbal communication requires the spoken word.
  - Vocabulary
  - Emphasis
  - Structure
  - Tone
  - Pace
- Nonverbal: Nonverbal communication involves communicating without speaking.
  - Facial Expression
  - Body Language
  - Hand gestures
  - Written – punctuation

<http://study.com/academy/lesson/open-communication-in-the-workplace-definition-skills-benefits.html>

The subtypes of communication include the following:

- Open and closed: Open communication occurs when all parties are able to express ideas to one another, such as in a conversation or debate.
- Closed communication occurs when only one person is actively communicating, like a lecture from your professor.
  - Positive communication occurs when all parties involved feel that they were heard.
  - Negative communication occurs when people feel like they were not heard or feel that they were attacked. Yelling, name-calling and arguing are some examples of negative communication.
  - Effective communication occurs when all parties feel that they have reached a desired outcome.
  - Ineffective communication is where there is confusion around what is expected.

## **Employers expect employees to be respectful of gender, age and cultural differences**

- what does respect look like?
- what are some cultural differences?

What does diversity mean?

Why is diversity important?

What types of diversity are there?

<http://www.business.gov.au/business-topics/employing-people/diversity-in-the-workplace/Pages/default.aspx>

<https://www.youtube.com/watch?v=C-uyB5l6WnQ>

[https://www.youtube.com/watch?v=6\\_WAmi3cMdk&index=2&list=PLAEKUX2eV4jJEqwQnxJjXjz09G7GGk7f](https://www.youtube.com/watch?v=6_WAmi3cMdk&index=2&list=PLAEKUX2eV4jJEqwQnxJjXjz09G7GGk7f)