**University of Makati**





JP Rizal Extension, West Rembo, Makati City

ADEPT

**Learning Module for AY 2023 – 2024**

Lesson 1:

Self-Awareness for Job Readiness

**Name**  **Section Date**

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| GENERAO, Jonas G. | IV-BINS | Sept. \_ 2023 |



**Do It Well…**

Accomplish the assessment activity that follows. Then submit your output to your instructor for evaluation and grading.

***A. Attitude Inventory.*** Answer the inventory of attitude that follows. Fill the shaded boxes with the number you believe is the most accurate answer for each item according to the following:

**5** – Absolutely Yes **4** – Mostly Yes **3** – Undecided **2** – Mostly No **1** – Absolutely No

ATTITUDE INVENTORY

|  |  |  |  |
| --- | --- | --- | --- |
| Do you make friends easily? | 5 | Do you try hard not to be a complainer? | 5 |
| Are you careful not to interrupt? | 5 | Can you stay optimistic? | 3 |
| Do you try not to brag? | 5 | Do you control your temper? | 4 |
| Are you interested in others’ point of view? | 3 | Do you speak well of your instructor? | 5 |
| Do you keep the same friends for years? | 5 | Do you like to work while listening to music? | 4 |
| Do you enjoy being a leader? | 2 | Do you keep promises? | 3 |
| Are you at ease with the opposite sex? | 3 | Do you try to be helpful to others? | 5 |
| Do you organize your work? | 5 | Do you get along well with your parents? | 5 |
| Can you be a leader without being bossy? | 5 | Do you readily admit your mistakes? | 5 |
| Is it easy for you to like nearly everyone? | 5 | Do you prefer to get guidelines rather than specific instructions? | 2 |
| Do you realize your weaknesses? | 5 | Can you take being teased? | 4 |
| Do you avoid feeling sorry for yourself? | 3 | Are you courteous to your fellow classmate? | 5 |
| Are you usually well-groomed and neatly dressed? | 3 | Do you usually meet deadlines? | 2 |
| Do you enjoy joke even when it is on you? | 4 | Do you work well under pressure? | 5 |
| Do you keep your own room in good order? | 2 | Are you aware of the rules of etiquette? | 5 |
| Are you tolerant of other people’s beliefs? | 4 | Do you respect the opinions of your parents? | 5 |
| Do you help your parents with chores? | 3 | Does your voice usually sound cheerful? | 4 |
| Do you go to parties? | 4 | Can you work well with those you dislike? | 2 |
| Do you enjoy working on group projects? | 3 | Do you try hard to get along with family members? | 5 |
| Do you generally speak well of other people? | 5 | Do you like people who are much older than you? | 3 |
| Are you pleasant with others even when you are unhappy? | 5 | Are you ambitious? | 3 |
| Are you willing to go the extra mile at work? | 3 | Do you ever look up your classmates on social media? | 3 |
| Would you betray a friend for a million pesos? | 3 |  |  |

|  |
| --- |
| **177** |

**My total score:**

**Rating your Attitude**

***225 – 200*** – You’re good to be true!

***199 – 150*** – Your attitude towards others is very good.

***149 – 100*** – Your attitude needs improvement.

***Below 99*** – You have to make a careful study of your attitude towards others, looking at yourself as others see you! Then you need to begin working toward improving your attitude.

**Quick Response:** Answer the following questions:

1. What rating did you get? Explain how you feel about the result of your attitude quiz.

**(199 – 150 – Your attitude towards others is very good.)**

I think that’s accurate, I know myself and I’m aware of my attitude when socializing with other.

2. Do you think you are ready for a job with this result? Why?

Yes, because as a working student recently these characteristics I applied in my work and that I am using and still I promoted to handle employees in our company.

3.

3. Based on the result of your attitude inventory, how do you see your future in a workplace?

I see myself as a workplace as a person who can easily get along with my colleagues and can be helpful with them.

4. In Signs of a Poor Attitude at Work by Ines Temple, which one do you think should be top priority to seriously deal with? In what way can you solve this poor attitude?

**The Not apologizing for errors, and even looking for excuses to cover them up.**  
Not apologizing for errors and seeking excuses to cover them up should be a top priority for serious consideration and resolution due to several compelling reasons. Also this behavior undermines trust and damages relationships, both personally and professionally. When individuals consistently avoid taking responsibility for their mistakes, it erodes the trust that others have in them. Trust is a cornerstone of healthy relationships, whether in personal friendships, family dynamics, or workplace collaborations. When trust is compromised, it can lead to suspicion, strained interactions, and even fractured relationships.

5. Among the characteristics of HiPos explained by Ron Cullimore, which do you consider as your TOP 3? Explain your choices?

**--------------------------------------------------------------**

***B. Reacting to Image.*** Explain briefly the significance of PAINS to your present and/or future job/career?



Maintaining a Positive Attitude In Negative Situations (PAINS) is crucial for my current job and future career. It helps me tackle challenges with positivity, enhancing problem-solving, resilience, teamwork, and efficiency. It's essential for adapting to industry changes, effective leadership, and building trust with clients. PAINS also drives personal growth, ensuring ongoing adaptability and learning, leading to long-term success and satisfaction.

***C. Quizlet.*** Tell whether the following statements express positive attitude (PA) or negative attitude (NA). Circle the correct answer.

PA NA 1. Complaining excessively about one's job.

PA NA 2. Avoiding blaming others and apologizing for faults.

PA NA 3. Using text messaging and social media during a meeting.

PA NA 4. Having confidence, garnering trust and respect with arrogance

and pride.

PA NA 5. Recognizing the team's collective efforts.

PA NA 6. Pursuing ambitions with zeal and making personal sacrifices to

advance in careers.

PA NA 7. Accepting compliments gratefully but rejecting criticism.

PA NA 8. Taking on extra tasks in order to increase abilities and contribute

to the success of the organization.

PA NA 9. Leaving everything till the last minute.

PA NA 10. Achieving superior performance without jeopardizing credibility.



**Shout It Out…**

Your voice really matters! Give your objective evaluation of this lesson.

**Name** (Type inside the box) **Section Date**

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***Complete the following statements.***

|  |  |
| --- | --- |
| The part of the lesson particularly easy for me was…because… | It rates my personality and I’m being aware on how I really am with others. |
| The part of the lesson particularly difficult/challenging for me was… because… | The quick response part because I am not familiar in the authors & writers. |
| The activity/task I enjoyed the most was… because… | The first one because I enjoy rating myself and learning something new about myself. |

**Circle the emoticon** that expresses your over-all evaluation of this lesson. Then, write a short comment and/or suggestion to improve this part of the course.



**It’s A-Ok. I was delighted! It was challenging!**



**The struggle was real! What a waste! I felt upset.**

**My comments and suggestions:** *Why did you choose this particular emoticon? Share your comments and suggestions to improve this lesson.*

It’s a ok because it assess me personally and I learned from it.

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