**PD1 Week 3 – Worksheet Solutions**

**TASK 1a Watch part of Denzel Washington’s speech (**[**https://www.youtube.com/watch?v=e3FfL46OzYI&ab\_channel=MotivationMadness**](https://www.youtube.com/watch?v=e3FfL46OzYI&ab_channel=MotivationMadness)**) up to 5.47 and highlight the values below which you think he expresses through his words:**

Responses may vary. The below highlighted words are only suggestions:

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| **CORE VALUE LIST** | | | |
| *Achievement* | *Pleasure* | *Integrity* | *Supervision* |
| *Leadership* | *Creativity* | *Teamwork* | *Friendship* |
| *Faith* | *Power* | *Risk* | *Perseverance* |
| *Loyalty* | *Privacy* | *Expertise* | *Independence* |
| *Growth* | *Adventure* | *Decisiveness* | *Stability* |
| *Public service* | *Courage* | *Honesty* | *Truth* |
| *Challenge* | *Democracy* | *Excellence* | *Wealth* |
| *Diversity* | *Change* | *Self-motivation* | *Persistence* |
| *Knowledge* | *Humour* | *Good communication* | *Nature* |
| *Competition* | *Quality* | *Cooperation* | *Recognition* |
| *Order* | *Ethical practice* | *Community* | *Wisdom* |
| *Status* | *Influence* | *Pressure* | *Freedom* |

**TASK 2 Read p.254-255 of *Skills for* Success, the answer the questions below:**

1. What does work readiness mean?

Includes having the right attitude to work, being professional, having a ‘customer service’ approach, being reliable, having initiative, having knowledge of the organisation, being efficient and having business acumen.

*p.254:*

1. How is professionalism defined in the text?

‘Setting out to produce work of a consistently high standard, with attention to such things as accuracy, precision, timeliness, punctuality, courtesy, sensitivity, and respect for the dignity, safety and well-being of others’

1. Look at the adjectives below. In which part of p.254 does the text discuss the need for the employee to be:
   1. On time (Attitude 3 / professionalism no.2)
   2. Proud (Attitude no.2)
   3. Trustworthy (A ‘safe pair of hands’)
   4. Accommodating (Attitude no.5)
   5. Proactive (Attitude no.1 & 2)
   6. Concentrated (Attitude no.4)
   7. Adaptable (Attitude no.5)
   8. Obedient (Attitude no.1 / A ‘safe pair of hands)
   9. Concentrated (Attitude no.4)
   10. Dependable and mature (A ‘safe pair of hands’)

*p.255:*

1. Do you think you have initiative? Justify your answer by giving examples from your own experience of the points under the ‘Initiative’ heading.

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1. Why is it important according to the author to understand the way your organization works? What should you do to acquire that knowledge?

Businesses look favorably upon those who have a minimum of ‘general commercia and business awareness’.

You should 🡪 a. Go through the website of the business and their financial report; and b. Familiarize yourself with business jargon

1. Why will employers ‘be looking for people who can use time efficiently’ according to the text?

Because time = money, therefore no employer wants to waste their money on somebody who does not work efficiently.

1. What are some examples of ‘business acumen’ that you need to display when applying for different positions? What are some steps you can take to improve your business acumen?

Examples include: ‘…whether there is a good market currently for its goods; how that market might be changing; customer demographics; likely new competition or opportunities at home or overseas; costs; logistics; technological changes or recent innovations and their impact…’

Steps include tailoring education to industry, extra-curricular reading (industry specific magazines), using LinkedIn, using Career Services