

## Module 5: Being an effective employee

### Facilitator's guide

Follow this guide to facilitate delivery of this module with young people.

It is suggested that students can work individually or in small groups. Ensure students/ groups have internet access to complete research and access resources where applicable. Student activities may be downloaded and completed on the PDF form or you may wish to print the accompanying student resource pack.

This module is linked to Section 4 of the facilitator's guide in Module 3 (Company induction)(see below), and requires either a face-to-face, virtual or pre-recorded encounter with a relevant member of staff.

#### 4. Introduction to a relevant departmental employee e.g. HR manager who will provide information to enable students to complete Module 5 (Being an effective employee) highlighting:

- Company mission statement
- Company code of conduct and values
- Importance of equality and diversity to the company
- Importance of Corporate Social Responsibility (CSR) and work with communities to the company
- Expectations of employees and students on placement including:
  - Following company code of conduct
  - Good time keeping
  - Adoption of digital safety policies
  - Understanding of IP & GDPR policies
  - Awareness of Health & Safety protocols

#### Activity 1 (30 minutes)

Completing the table, students identify synergies between values and code of conduct in the workplace to that of the school / college environment. Students are encouraged to explain the importance of each of the code of conduct / value attributes.

You may wish to show the '[What should I wear at work](#)' (⌚ 1 minute watch) and '[Bad behaviour at work](#)' (⌚ 3 minutes watch) videos to add context when discussing synergies between the workplace and school / college environments.

Part 2 of Activity 1 encourages students to answer a scenario-based question where they are working as a technician at a chemical waste plant. Students to think about which elements of a code of conduct policy might be important to them and their role and any consequences that may occur to them or the business if they do not follow it.

You may wish to prompt students to discuss / think about Health and Safety policy implications etc.

Students may find it helpful to review one or more of the example code of conducts below when answering the scenario based question.

[Coca Cola](#)

[Google](#)

[Facebook](#)

[Independent](#)

### **Activity 2 (20 minutes)**

Students are encouraged to answer interview style questions based on values and workplace conduct using knowledge gained from previous modules and experiences from school / college, wider life and their work experience placement so far.

### **Activity 3 (30 minutes)**

Students will spend time creating a 1-2-minute presentation summarising how they personally demonstrate 2 of the company values. The aim of this is to encourage students to think about interview technique and making the link between their experiences and how this can be transferred to job applications.

This presentation will form part of their final presentation at the end of their work experience. You may wish to highlight this to students so they understand this module contributes to their final work.