

Professionalism

Unit 1: Presence – Lesson Plan

Description

This unit introduces professional appearance and conduct. Students start by exploring professional attire, basic hygiene, and healthy habits. They describe how personal style and body art play a role in appearance. Students then explore professional conduct by identifying aspects of a positive attitude, describing commitment, and practicing respectful communication. Finally, students explain why a growth mindset is essential for success.

Objectives

Lesson 1 – Appearance

- Explain the importance of maintaining a professional appearance in school or work settings.
- Identify appropriate attire necessary for success in a variety of professions.
- Demonstrate basic standards in hygiene and grooming habits.
- Describe healthy habits such as nutrition, sleep, and stress management.
- Recognize body art is a personal choice based on style, background, and culture.
- Explain the importance of complying with company dress codes and rules.

Lesson 2 – Conduct

- Explain the importance of conducting oneself in a manner appropriate for the profession and workplace.
- Demonstrate a positive attitude.
- Identify expectations of commitment.
- Express thoughts and ideas using courteous, respectful verbal and nonverbal communication.
- Demonstrate a growth mindset necessary for success.

Unit Material

The following materials are provided for the teacher and student in this unit:

Materials	Provided for the Teacher	Provided for the Student
Student Worksheets	X	X
Student Worksheet Sample Answers	X	
eLearning Lessons (Videos)	X	X
Teacher PowerPoint Presentations	X	
eLearning Lesson Transcripts	X	
Optional Student Reflection Journal	X	X

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Teacher Preparation

Teacher PowerPoint Presentations:

- You may edit the PowerPoint presentations to meet the needs of your students.
- The slide decks include notes to guide your lectures and discussion. This area is editable for your convenience.
- The slides follow the same topics as the eLearning lessons (videos). You may use the PowerPoint alone or in conjunction with eLearning lessons in any way you desire.

Student Journals:

- Students will be introduced to journal prompts at the beginning of each lesson.
- These prompts encourage self-reflection. Tell students they are welcome to share or keep their entries private.

Reinforce Activities:

This reinforce activity is suggested for this unit:

- Preparing for Your Dream Job

Classroom Instruction

To complete this unit, students should do the following:

- View the eLearning lesson content.
- Answer lesson questions.
- Complete the associated student worksheet and reflection journals for each lesson.

Assessment

- Unit quiz (each unit has a quiz)
- Module test (a comprehensive test covering all units)
- Other assessment options include verifying that the student worksheets and reflection journals are completed.