

LEARNING STRAND 4 LIFE AND CAREER SKILLS

MODULE 3: PRODUCTIVITY IN THE WORKPLACE

ALS Accreditation and Equivalency Program: Junior High School





PRODUCTIVITY IN THE WORKPLACE

**LIFE AND CAREER SKILLS
MODULE 3**

ALS Accreditation and Equivalency Program: Junior High School
Learning Strand 4: Life and Career Skills
Module 3: Productivity in the Workplace

Published in 2020 by the United Nations Educational, Scientific and Cultural Organization
UNESCO Office, Jakarta
Jalan Galuh II No. 5, Kebayoran Baru, Jakarta, Indonesia

and

Department of Education
DepEd Complex, Meralco Avenue, Pasig City, Philippines

Copyright © UNESCO and DepEd 2020

This publication is available in Open Access under the Attribution-Share Alike 3.0 IGO (CC-BY-SA) 3.0 IGO license (<http://creativecommons.org/licenses/by-sa/3.0/igo/>). By using the content of this publication, the users accept to be bound by the terms of use of the UNESCO Open Access Repository (<http://www.unesco.org/open-access/terms-use-ccbysa-en>).

The designations employed and the presentation of material throughout this publication do not imply the expression of any opinion whatsoever on the part of UNESCO concerning the legal status of any country, territory, city or area or of its authorities, or concerning the delimitation of its frontiers or boundaries.

The selection and presentation of the material contained in this publication, as well as the opinions expressed herein are the sole responsibility of the authors and not necessarily those of UNESCO, nor do they commit the organization in any way.

This educational resource material was developed and printed through the project “Better Life for Out-of-School Girls to Fight Against Poverty and Injustice in the Philippines” with financial support from Korea International Cooperation Agency (KOICA).

Printed by APC Printers Corporation
Printed in Makati City, Philippines

ISBN 888-888-8888-88-8

DEVELOPMENT TEAM



Jenelyn Marasigan Baylon	Master Teacher I, ALS Task Force (On-detail)
Kristine Lee S. Lumanog	Education Program Specialist II, ALS Task Force (On-detail)
Judy R. Mendoza	Project Development Officer III, Bureau of Learning Resources
Reyangie V. Sandoval	Education Program Specialist II, Bureau of Learning Resources
Josephine C. Intino	Senior Education Program Specialist, Bureau of Curriculum Development
Eric U. Labre	Senior Education Program Specialist, Bureau of Learning Resources
Roderick P. Corpuz	Supervising Education Program Specialist, ALS Task Force
Daisy Asuncion O. Santos	Chief Education Program Specialist, Bureau of Learning Resources
Marilette R. Almayda	Director III/Head, ALS Task Force
Ariz Delson Acay D. Cawilan	Officer-In-Charge, Office of the Director IV, Bureau of Learning Resources
G. H. S. Ambat	Assistant Secretary for Alternative Learning System Program and Task Force
Tonisito M. C. Umali	Undersecretary for Legislative Liaison Office, External Partnership Service and Project Management Service
Leonor Magtolis Briones	Secretary



John Michael Santos	Author
Manuel Magbuhat	Content Expert
Bernadette Sison	Admin and Finance Staff
Mildred Parbo	Project Lead
Ma. Teresita Medado	President

Content and Language Evaluators and Instructional Design Reviewer

Mary Jean B. Brizuela	Schools Division Office of Tabaco City, Department of Education
Amelia Cabrera	Regional Office V – Bicol Region, Department of Education
Mary Ann J. Bullagay	Pangasinan State University



Ade Sandra	Admin and Finance Assistant
Rusyda Djamhur	Project Assistant
Marmon Abutas Pagunsan	National Project Consultant
Remegio Alquitran	National Project Officer
Maria Karisma Bea Agarao	National Programme Coordinator
Mee Young Choi	Head of Education Unit
Shahbaz Khan	Director and Representative

User's Guide

For the ALS Learner:

Welcome to this Module entitled Productivity in the Workplace under Learning Strand 4 Life and Career Skills of the ALS K to 12 Basic Education (BEC).

This module was designed to provide you with fun and meaningful opportunities for guided and independent learning at your own pace and time. You will be enabled to process the contents of the learning resource while being an active learner.

This module has the following parts and corresponding icons:



Let's Get to Know

This will give you an idea of the skills or competencies you are expected to learn in the module.



Pre-assessment

This part includes an activity that aims to check what you already know about the lesson. If you get all the answers correct (100%), you may decide to skip this module.



Setting the Path

This section provides a brief discussion of the lesson. This aims to help you discover and understand new concepts and skills.



Trying This Out

This comprises activities for independent practice to solidify your understanding and skills of the topic. You may check the answers to the exercises using the Answer Key at the end of the module.



Understanding What You Did

This includes questions that process what you learned from the lesson.



Sharpening Your Skills

This section provides an activity that will help you transfer your new knowledge or skill in real-life situations or concerns.



Treading the Road to Mastery

This is a task which aims to evaluate your level of mastery in achieving the given learning competency.



Don't Forget

This part serves as a summary of the lessons in the module.



Explore More

In this portion, another activity will be given to you to enrich your knowledge or skill of the lesson learned. This also tends retention of learned concepts.



Reach the Top

This part will assess your level of mastery in achieving the learning competencies in each lesson in the module.

Answer Key

This contains answers to all activities in the module.

Glossary

This portion gives information about the meanings of the specialized words used in the module.

At the end of this module you will also find:

References

This is a list of all sources used in developing this module.

The following are some reminders in using this module:

1. Use the module with care. Do not put unnecessary mark/s on any part of the module.
Use a separate sheet of paper in answering the exercises.
2. Don't forget to answer the Pre-assessment before moving on to the other activities included in the module.
3. Read the instruction carefully before doing each task.
4. Observe honesty and integrity in doing the tasks and checking your answers.
5. Finish the task at hand before proceeding to the next.
6. Return this module to your ALS Teacher/Instructional Manager/Learning Facilitator once you are through with it.

If you encounter any difficulty in answering the tasks in this module, do not hesitate to consult your ALS Teacher/Instructional Manager/Learning Facilitator. Always bear in mind that you are not alone.

We hope that through this material, you will experience meaningful learning and gain deep understanding of the relevant competencies. You can do it!

CONTENTS

Let's Get to Know	1
Pre-Assessment	2
LESSON 1: Work Ethics	3
Setting the Path	3
Trying This Out	4
Understanding What You Did	5
Sharpening Your Skills	11
Treading the Road to Mastery	13
LESSON 2: Time Management	14
Setting the Path	14
Trying This Out	15
Understanding What You did	16
Sharpening Your Skills	18
Treading the Road to Mastery	20
LESSON 3: Health and Safety at Work	21
Setting the Path	21
Trying This Out	22
Understanding What You Did	23
Sharpening Your Skills	26
Treading the Road to Mastery	28

CONTENTS

Don't Forget	29
Explore More	30
Reach the Top	31
Answer Key	34
Glossary	41
References	42



MODULE 3

LET'S GET TO KNOW

Jacob is a call center agent. He decided to apply in a certain company because of the incentives they give. After getting hired, he was introduced to his team leader. He found out that his team has always been the lowest when it comes to sales. They rarely receive rewards. Some even commented that their team has always been the worst.



In this module, you and Jacob will study the ways to be efficient and effective in completing the tasks and goals of the team. Specifically, you will learn about the following:

- **Work Ethics**

You will be able to practice professional work ethics.

(LS4LC-PE-PSC-AE/JHS-14)

You will be able to demonstrate appropriate workplace behavior.

(LS4LC-PE-PSC-AE/JHS-5)

- **Time Management**

You will be able to manage time efficiently. (LS4LC-PE-PSC-AE/JHS-4)

- **Health and Safety at Work**

You will be able to practice health and safety measures at work.

(LS4LC-PE-PSC-AE/JHS-12)

You will be able to determine the key message conveyed in the material viewed. (LS1CS/EN-V-PSC-JHS-19)



MODULE 3

PRE-ASSESSMENT

Directions: Read each statement carefully and fill in the blank(s) with the correct answer. Choose your answer from the words inside the box. Do this activity on a separate sheet of paper.

1. Work _____ is an attitude of determination and dedication toward one's job.

Behaviour	Ethic	Contact
------------------	--------------	----------------

2. The ability to use one's time effectively or productively is called _____ management.

Schedule	Program	Time
-----------------	----------------	-------------

3. _____ refers to a person's mental or physical condition.

Health	Status	State
---------------	---------------	--------------

4. The condition of being protected from danger, risk, or injury is called _____.

Welfare	Safety	Protection
----------------	---------------	-------------------

5. A/An _____ is a location where someone works for his or her employer.

Environment	Setting	Workplace
--------------------	----------------	------------------



LESSON 1

SETTING THE PATH

WORK ETHICS

At the end of this lesson, you will be able to:



practice professional work ethics
(LS4LC-PE-PSC-AE/JHS-14); and



demonstrate appropriate workplace behavior
(LS4LC-PE-PSC-AE/JHS-5).



LESSON 1

TRYING THIS OUT

Directions: Read and answer the questions below. Place a check (✓) in the column that corresponds to your answer. Do this activity on a separate sheet of paper.

	ALWAYS	USUALLY	SOMETIMES	NEVER
Are you reliable?				
Can people count on you?				
Do you follow rules?				
Do you honor your word?				
While working, do you ever do other things?				
Are you true to the promises you make?				
Are you loyal?				
Are you a hard worker?				
Do you do work that is not required of you?				
Do you do your job well and leave, or do you offer more of yourself, free of charge?				



LESSON 1

UNDERSTANDING WHAT YOU DID

DEVELOPING WORK ETHICS



Professional work ethics is a person's behavior in the office. How a person deals with his/her day to day tasks and how he/she communicates with the people in the same organization will show his/her work ethics. It will determine if a working individual values his/her job and cares about his/her colleagues. Moreover, if individuals in a certain organization or group lack work ethics, the working environment may become unhealthy and toxic. To show that you have good professional work ethics and maintain good relationships in the office, you should observe the following:

LESSON 1

Punctuality

Avoid being late at all costs. Respect everyone's time by observing deadlines, and by not making other people wait for you. How you spend your time may affect the schedules of the people that you work with. Hence, being punctual is essential to maintain a good relationship between you and your colleagues.



Accountability

Know which tasks are assigned to you. You should be responsible to deliver them, and if ever you make mistakes and errors, own up to them and correct them. Being accountable is being honest and responsible for the things that you do.



Efficiency

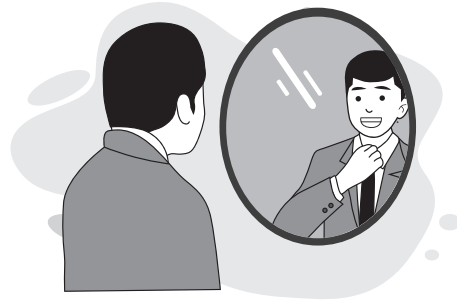
Nobody wants a lazy and messy co-worker. Be organized and follow your schedule. Keep track of the things that you need to do and make sure that you have completed them before the deadline.



LESSON 1

Good Hygiene

The most visual way of showing that you have good work ethics is by being professional with how you present yourself to others. You would want to give people a good impression of you, and having good hygiene and proper attire will make people respect you as a professional



If your job is important to you, you will behave accordingly and respect your colleagues. Some companies have a code of ethics that they require their employees to follow. However, if you place a high value on your job and you want people in your workplace to see you as a reliable person that can perform professionally, you should practice professional work ethics all the time. After all, how you act will reflect how good you are.

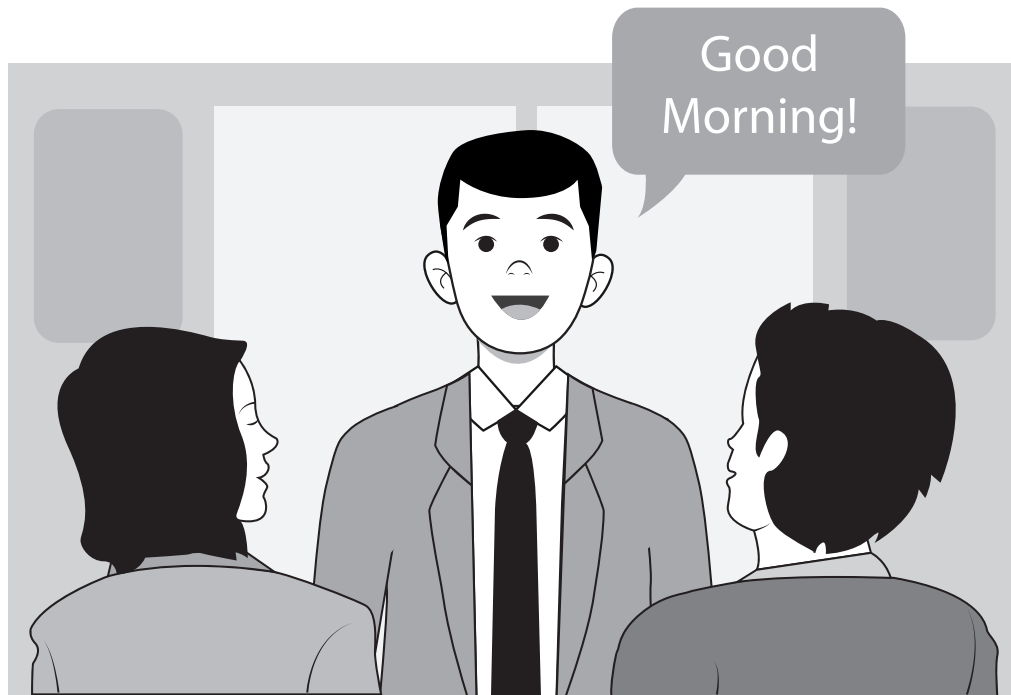
APPROPRIATE WORKPLACE BEHAVIOR

Your alarm goes off at six in the morning. Despite still feeling sleepy, you get up and prepare for your day because you know that ignoring your alarm might cause you to be late for work. The first thing you do is to make your breakfast, then to take a nice shower so you would be fresh and alive for the day.



After taking a bath, you go ahead and dress up. You then check if everything that you need for work is in your bag. Before leaving home, you check if your clothes are nicely pressed and if you look presentable and professional enough.

LESSON 1



You arrive at work 15 minutes before office hours. You greet the guards, the receptionist, and your officemates with a cheery “good morning!” and they respond to your greeting with the same enthusiasm. You go to your desk and check your schedule. You already had an idea of what you are supposed to do for the day even before you arrived, but you still check in case you have forgotten something.

Your to-do list says that you need to ask one of your officemates some files about a particular project because you will need them for a meeting in the afternoon. You then go to your officemates and ask them politely for the file. They tell you that they still need to go over a few things before they can give it to you.



LESSON 1

You then kindly remind them that you need the file before your afternoon meeting. You trust that your officemates respect your need for the file. Hence, you feel confident that they will give it to you before the meeting.



During your meeting, your client is acting a bit moody. You do not know why, but she keeps on asking a lot of questions that have already been answered. Even though you personally think that she is asking too much, you still entertain her questions with grace and patience.

LESSON 1

You do not want to make her angry because you want to create a good working relationship with her.

After the meeting, your boss approaches you and commends you for your calmness despite the client's attitude. You smile back at him and tell him that you are only doing your job.



It is five minutes before your shift is over. Before preparing to leave the office, you once again go over your to-do list and schedule to check if you forgot to do anything and remind yourself of what you need to do for tomorrow. You add a few things to the list while you are waiting for your shift to be over. You then go and clock out five minutes after your working hours, wave goodbye to the guards, and then head home.



LESSON 1

SHARPENING YOUR SKILLS

- I. **Directions:** Identify the quality of a person with good work ethics being shown in each situation below. Do this activity on a separate sheet of paper.

SITUATION	QUALITY
1. Danny observes proper break time in the office.	
2. During the program, the team encountered a difficulty and Carl admitted it was his mistake.	
3. The secretary arrived thirty minutes before the start of the meeting.	
4. Gerald makes sure he looks professional before he faces his clients.	
5. Mary always submits her reports a day before the deadline.	

LESSON 1

II. Directions: Read and analyze each statement. Determine if it is a **good** or a **bad work ethic**. Write your answer in the box provided. Do this activity on a separate sheet of paper.

<input type="text"/>	working on an unfinished task at home to be able to meet a deadline
<input type="text"/>	pointing fingers when something goes wrong
<input type="text"/>	taking a bath and brushing your teeth before going to work
<input type="text"/>	admitting your fault and making it right
<input type="text"/>	returning to your working station few minutes before the break ends
<input type="text"/>	maintaining an organized desk every time despite numerous tasks



LESSON 1

TREADING THE ROAD TO MASTERY

Read, analyze, and answer the question below. Write an essay consisting of not more than ten (10) sentences. Your answer will be evaluated using the rubric below. Do this activity on a separate sheet of paper.

?

How does work ethics make you a better person in your workplace?

Exceeds Expectations (15 points)	Satisfactory (10 points)	Needs Improvement (5 points)
Meaningful response with specific ideas	Sufficiently developed response with enough explanation	Limited response with minimal explanation
Virtually no spelling, punctuation, or grammatical errors	Few spelling and punctuation errors, minor grammatical errors	A number of spelling, punctuation, or grammatical errors



LESSON 2

SETTING THE PATH

TIME MANAGEMENT

At the end of this lesson, you will be able to:



manage time efficiently (LS4LC-PE-PSC-AE/JHS-4).



LESSON 2

TRYING THIS OUT

Directions: Complete the graphic organizer below by supplying the needed information. Do this activity on a separate sheet of paper.

MY ACTIVITIES

URGENT

What are some things that need to get done as soon as possible?

IMPORTANT

What are some important things that need to get done but not right away?

CAN WAIT

What are some things that are not urgent nor important and can wait for a few days?



LESSON 2

UNDERSTANDING WHAT YOU DID

MANAGING TIME EFFICIENTLY



All of us have 24 hours to spend daily. We are all given the freedom to decide how we are going to spend our time and where are going to use it. We all plan our schedules differently, but one thing is for sure, once we spend our time, we can never get it back. So, to make the best out of our 24 hours, here are some tips on how to manage time efficiently:

Make a list of your goals.

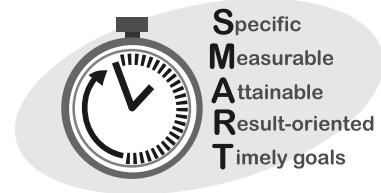
What are the things that you need to do? When exactly do you need to get them done? Making a clear list of your goals and deadlines will help you create a better schedule so that you can instantly see those which you need to prioritize within a certain time.



LESSON 2

Set a time limit for your tasks.

Once you have identified your goals, decide how much time you are going to give each of them. Scheduling will help you set **Specific, Measurable, Attainable, Result-oriented, and Timely** goals. Having SMART goals can help you clarify your ideas, focus your efforts, use your time and resources productively, and increase your chances of achieving what you want in life. Setting time limits will also help reduce stress because it will allow you to set a specific time for relaxation without compromising the important things that you need to finish.



Know your priorities.

Do not put non-essential activities high on your to-do list. If something is not urgent, you can set it aside first and focus on the tasks that need more time and attention. Allot your time to important things. Once you are done with the critical tasks, you can then start doing the other non-urgent tasks. Knowing the things that you need to do first and finishing them before doing unnecessary things will help you avoid procrastinating.



Being mindful of how you spend your time will make you become more efficient and will help you achieve goals faster and more conveniently. No matter how or where you spend your time, the important thing is you do not waste it on things that are not helpful to you. As mentioned earlier, we all have 24 hours a day. Successful people know how they can use those 24 hours to their advantage.



LESSON 2

SHARPENING YOUR SKILLS

- I. **Directions:** Using the time tracker table below, enumerate the tasks or activities you do all day and indicate how much time you spend doing such. After which, determine whether you need to spend less or more time doing those tasks and activities. Do this activity on a separate sheet of paper.

Task/Activity	Time Spent	Spend Less or More

LESSON 2

II. Directions: In order to manage your time efficiently, you need to set your priorities and goals. Complete the To Do and Not To Do List below by writing the things that you need to finish in a day and the things you need to refrain from doing. Do this activity on a separate sheet of paper.

The image shows a stylized notepad with a dark grey border. It is divided into two equal-width columns. The left column has the text 'To Do' in a bold, dark grey font, underlined. The right column has the text 'Not To Do' in a bold, dark grey font, underlined. A vertical line separates the two columns. In the center of this line, there are two small, dark grey curved lines representing binder rings. To the right of the notepad, a hand is shown holding a pencil, with the tip of the pencil touching the bottom of the 'Not To Do' column. The hand and pencil are drawn in a simple, illustrative style. There are several small, light grey circles of varying sizes scattered around the notepad and hand, suggesting motion or a workspace.



LESSON 2

TREADING THE ROAD TO MASTERY

Read, analyze, and answer the question below. Write an essay consisting of not more than ten (10) sentences. Your answer will be evaluated using the rubric below. Do this activity on a separate sheet of paper.

?

How does time management help you boost your work productivity?

Exceeds Expectations (15 points)	Satisfactory (10 points)	Needs Improvement (5 points)
Meaningful response with specific ideas	Sufficiently developed response with enough explanation	Limited response with minimal explanation
Virtually no spelling, punctuation, or grammatical errors	Few spelling and punctuation errors, minor grammatical errors	A number of spelling, punctuation, or grammatical errors



LESSON 3

SETTING THE PATH

HEALTH AND SAFETY AT WORK

At the end of this lesson, you will be able to:



practice health and safety measures at work (LS4LC-PE-PSC-AE/JHS-12); and



determine the key message conveyed in the material viewed (LS1CS/EN-V-PSC-JHS-19).



LESSON 3

TRYING THIS OUT

Directions: Look for and encircle the 10 words listed below. The words are hidden in any direction. Do this activity on a separate sheet of paper.

X	G	P	W	S	J	W	M	C	U	E	R	F	Q	B
O	E	H	K	S	E	E	A	L	D	Y	E	S	S	P
F	V	Y	B	Z	D	N	A	R	D	Z	S	I	P	Y
Z	X	P	W	P	U	N	A	D	N	J	P	K	U	Y
Z	D	B	L	U	U	Z	A	H	C	I	O	E	M	N
E	K	J	U	F	A	N	Y	R	U	J	N	I	X	D
P	C	N	L	H	G	B	K	B	Q	U	S	G	Q	C
C	F	J	S	E	A	D	T	A	I	X	I	B	M	O
H	T	B	R	W	G	B	U	J	J	Y	B	G	U	A
A	E	S	K	S	I	R	M	S	S	Q	I	Z	X	S
X	Q	A	P	A	R	I	T	B	E	R	L	P	Z	D
J	L	D	L	F	H	R	N	O	L	C	I	N	Q	J
F	I	U	Y	T	E	F	A	S	U	W	T	O	H	E
S	Z	P	X	S	H	H	L	K	R	J	Y	O	B	T
A	Z	D	S	E	Y	I	W	C	P	M	X	K	O	X

DANGER
INJURY
RULES
RESPONSIBILITY

HAZARD
SAFETY
STRESS

HEALTH
RISKS
WARNING



LESSON 3

UNDERSTANDING WHAT YOU DID

HEALTHFUL AND SAFE WORKPLACE



Workplaces are areas where workers and employees spend much of their time. Hence, to ensure that these people are at their peak condition while working, their health and safety should also be given importance. Every employee should be assured that the workplace will not pose any harm to their health. To ensure health and safety measure at work, these things should be observed:

LESSON 3

Be aware of safety hazards.

Different jobs pose different risks. Working in an office is typically much safer than working in hospitals or construction sites. Understand the risks that your job entails, and look after yourself. However, if there are areas in your workplace that can be improved to avoid danger, inform your employers immediately.



Do not stress yourself with too much work.

Allow yourself to take regular breaks. Do not skip your meals; walk around if possible. You must take care of yourself and your well-being. Otherwise, you might experience fatigue and stress which could lead to work-related anxiety, depression, or sickness.

Address your safety concerns and know your rights as an employee.

It is your company or organization's responsibility to take care of you and listen to your concerns as an employee. If you have issues that need to be discussed, talk to your human resources manager, and ask him/her for help. The company is legally obliged to provide a safe working environment to all its employees.



Practicing health and safety measures is one of the most important things that should be secured in the workplace. The management should assure their employees that they are safe from harm while working, and in case untoward events happen, the management should take responsibility. Concerns regarding health and safety are very important. Hence, they should be discussed regularly. Employees should also be informed and aware of how their companies handle health and safety issues. Both the employers and the employees must prioritize health and safety because neglecting such will greatly affect the performance of the company or the organization.



LESSON 3

SHARPENING YOUR SKILLS

- I. Directions:** List five (5) common workplace hazards or risks. Suggest ways or solutions to make the workplace more healthful and safe.

HAZARD/RISK	SOLUTION
1.	
2.	
3.	
4.	
5.	

LESSON 3

II. Directions: Choose one video from the list below. Watch and analyze it using the given template as your guide. Do this activity on a separate sheet of paper.

- **Create a Healthier Workplace**
(https://youtu.be/wV2_ttQ-EDQ)
- **The New Normal | After Lockdown**
(<https://youtu.be/7Itu32AyELg>)
- **The Workplace Stress Solution**
(<https://youtu.be/6OzKD1YWHRI>)

Title of the Video:
Background Knowledge: Before watching the video, what are the things that you already know about the topic?
Main Points of the Video: What are the key points and details you learned from the video?
Vocabulary: What are the new words you heard in the video?
Questions You Have: What questions do you have in mind after watching the video?



LESSON 3

TREADING THE ROAD TO MASTERY

Read, analyze, and answer the question below. Write an essay consisting of not more than ten (10) sentences. Your answer will be evaluated using the rubric below. Do this activity on a separate sheet of paper.

?

Why do employees need a healthful and safe workplace?

Exceeds Expectations (15 points)	Satisfactory (10 points)	Needs Improvement (5 points)
Meaningful response with specific ideas	Sufficiently developed response with enough explanation	Limited response with minimal explanation
Virtually no spelling, punctuation, or grammatical errors	Few spelling and punctuation errors, minor grammatical errors	A number of spelling, punctuation, or grammatical errors



MODULE 3

DON'T FORGET



- Work ethics can be observed by looking into how employees deal with their day to day tasks and how they communicate with the people in the same organization.
- To show good professional work ethics and to maintain harmonious relationships in the office, you should observe the following: punctuality, accountability, efficiency, and good hygiene.
- Some tips to manage time efficiently are the following: make a list of your goals, set a time limit for your tasks, and know your priorities.
- Being mindful of how you spend your time will make you become more efficient and will help you achieve your goals faster and more conveniently.
- Employees should be assured that the workplace will not pose any harm to their health.
- The following are helpful tips to ensure everyone's health and safety at work: be aware of safety hazards; do not stress yourself with too much work; address your safety concerns, and know your right as an employee.





MODULE 3

EXPLORE MORE

For additional activities related to the topics of this module, these resources may be helpful:

Work Ethics for Development Professionals

(<https://www.manage.gov.in/studymaterial/workethics.pdf>)

Appropriate Behavior at Work

(<http://www.training.cuna.org/playpage/iPad/TODs/FC154MI/workbook.pdf>)

Time Management

(https://secure.caes.uga.edu/extension/publications/files/pdf/C%201042_1.PDF)

10 Tips for Work Safety

(<https://www.betterhealth.vic.gov.au/health/ten-tips/10-tips-for-work-safety>)

Staying Healthy at Work

(<https://www.youtube.com/watch?v=Aeczr1U4rPY>)



MODULE 3

REACH THE TOP

Directions: Read the item carefully and answer the question by writing the letter of the correct answer on a separate sheet.

1. What do you call a person's behavior in the office and at home?
 - A. Obeying rules and regulations
 - B. Work Ethics
 - C. HR Policy
 - D. Promotion

2. What value do you possess if you are organized and liable in all things that you do?
 - A. Honesty
 - B. Avoiding Punishment
 - C. Accountability
 - D. Obedience

3. How do you effectively show time management?
 - A. Being able to allocate whole day schedule effectively
 - B. Being on time
 - C. Being busy
 - D. Being efficient

4. What do you do if you are putting most essential activities high on your to do list?
 - A. Being energetic
 - B. Time availability
 - C. Being accommodating
 - D. Setting priorities

5. How do you ensure safety at the workplace?
 - A. Putting others' welfare ahead of your own
 - B. Being away from danger, risk, or injury
 - C. Covering your head for protection
 - D. Promoting peaceful atmosphere
6. It is a location where someone reports for a job. What do you call it?
 - A. venue
 - B. gathering
 - C. common place
 - D. workplace
7. Which of the following situations show punctuality?
 - A. You arrived 15 minutes early in a client's meeting.
 - B. You submitted the needed report when it is asked from you
 - C. You reported to work on time
 - D. None of the above
8. Your sales performance last month was down, and you accept that you made a mistake, what value do you demonstrate?
 - A. resourcefulness
 - B. bravery
 - C. weakness
 - D. accountability

9. Why is there a need to dress up properly in meeting a client?
- A. So that you will look smart.
 - B. Client will easily believe what you will say.
 - C. It is one way to show professionalism.
 - D. You can show your wealth and power in the way you dress
10. What do you value if you always finished scheduled task for the day?
- A. time is gold
 - B. efficiency
 - C. professionalism
 - D. obligation

ANSWER KEY

PRE-ASSESSMENT

PAGE 2

1. Work Ethics
2. Time Management
3. Health
4. Safety
5. Workplace

LESSON 1: WORK ETHICS

TRYING THIS OUT

(Answers may vary)

PAGE 4

Possible Answers:

Always

Always

Always

Usually

Usually

Usually

Usually

Sometimes

Sometimes

Sometimes

SHARPENING YOUR SKILLS

ACTIVITY I

PAGE 11

1. Efficiency
2. Accountability
3. Punctuality
4. Good hygiene
5. Efficiency/Punctuality

ANSWER KEY

ACTIVITY II

PAGE 12

1. Bad
2. Bad
3. Good
4. Good
5. Good
6. Good

TREADING THE ROAD TO MASTERY

PAGE 13

Question:

How does work ethics make you a better person in your place?

Possible Answer:

Having good work ethics in the work place helps you create positive image to people around you. Good work ethics brings about good relationships and also leads to good performance.

ANSWER KEY

LESSON 2: TIME MANAGEMENT

TRYING THIS OUT

PAGE 15

(Answers may vary)

Possible Answers:

Urgent:

Deadlines

Emergency calls

Daily chores

Important:

Chores done on a weekly basis

Buying grocery

Resting

Checking emails about work

Can Wait:

Shopping

“Me” time

Watching a movie

SHARPENING YOUR SKILLS

ACTIVITY I

PAGE 18

(Answers may vary)

Possible Answers:

Task: Doing work-related activities

Time Spent: 4 hours

Spend less or more: Spend less

Task: Browsing my social media accounts

Time Spent: 3 hours

Spend less or more: Spend less

ANSWER KEY

Task: Bonding with my siblings
Time Spent: 1 hour
Spend less or more: Spend more

Task: Watching TV
Time Spent: 2.5 hours
Spend less or more: Spend less

Task: Reading news
Time Spent: 30 mins.
Spend less or more: Spend more

Task: Sleeping in the afternoon
Time Spent: 1hr
Spend less or more: Spend more

ACTIVITY II

PAGE 19

(Answers may vary)

Possible Answers:

To Do

Do household chores
Spend time with family
Finish assigned tasks
Read news often

Not To Do

Procrastinate
Work too much
Spend a lot of time on social media
Sleep late

ANSWER KEY

TREADING THE ROAD TO MASTERY

PAGE 20

Question: How does time management help you boost your work productivity?

Possible Answer:

Being able to manage my time wisely includes ensuring that all work that needs to be done gets done. Following a schedule helps me become efficient and efficiency in the workplace leads to productivity.

ANSWER KEY

LESSON 3: DEVELOPING ENTREPRENEURIAL SKILLS

TRYING THIS OUT

PAGE 22

(Answers may vary)

Possible Answers:

Hazard: Broken air conditioning units

Solution: Improve ventilation.

Hazard: Too much overtime

Solution: Be more efficient or lessen it if the reasons are unnecessary.

Hazard: Open wires

Solution: Inform your employer for repair.

Hazard: Toxic workmate

Solution: Talk to your human resources manager about this concern.

Hazard: Ongoing construction in the office

Solution: Keep the area off-limits.

TREADING THE ROAD TO MASTERY

PAGE 28

Question:

Why do employees need a healthful and safe workplace?

Possible Answer:

Employees must have a healthful and safe workplace because their working environment affects their performance. Getting the assurance that they are safe would give them peace.

ANSWER KEY

REACH THE TOP

PAGE 31

1. B
2. C
3. A
4. D
5. B
6. D
7. A
8. B
9. C
10. B

GLOSSARY

Accountability	being responsible for the performance of a specific function
Client	a person who buys goods or pays for services
Colleagues	people you work with at your job
Efficiency	ability to accomplish something with the least use of time and effort
Hygiene	any practice or activity that you do to keep things healthy and clean
Hazards	any source of potential damage, harm, or adverse effects on someone or something
Procrastination	the action of delaying or postponing something
Punctuality	the quality of being on time
Stress	feeling of mental, emotional, or physical tension
Work ethics	ability to maintain proper moral values within the workplace
Workplace	a place where people work, such as an office or a factory

REFERENCES

Leonard, Kimberlee. 2019. "Meaning Of Professionalism And Work Ethic". Small Business - Chron.Com. <https://smallbusiness.chron.com/meaning-professionalism-work-ethic-746.html>.

Leonard, Kimberlee. 2018. "Professional & Ethical Behavior In The Workplace". Small Business - Chron.Com. <https://smallbusiness.chron.com/professional-ethical-behavior-workplace-10026.html>.

Nahabedian, Meggie. 2019. "10 Tips For Managing Time Effectively". Project Smart. <https://www.projectsmart.co.uk/10-tips-for-managing-time-effectively.php>.

"Time Management - List Of Top Tips For Managing Time Effectively". 2020. Corporate Finance Institute. <https://corporatefinanceinstitute.com/resources/careers/soft-skills/time-management-list-tips/>.

"10 Tips For Work Safety". 2020. Betterhealth.Vic.Gov.Au. Accessed August 26. <https://www.betterhealth.vic.gov.au/health/ten-tips/10-tips-for-work-safety>.

Safety Solutions, Bastion. 2018. "Top 10 Reasons — Why Workplace Safety Is Important?". Medium. <https://medium.com/@BastionSafe/top-10-reasons-why-workplace-safety-is-important-8797c978e1f9>.

The development and printing of this learning resource was made possible with the cooperation of Asia Pacific College. This is a component of the project “Better Life for Out-of-School Girls to Fight Against Poverty and Injustice in the Philippines” implemented by UNESCO Office, Jakarta in partnership with the Department of Education. This initiative received a generous financial support from Korea International Cooperation Agency (KOICA).

For inquiries, please contact:

Department of Education, Bureau of Learning Resources (DepEd BLR)

Office Address : Ground Floor, Bonifacio Building, DepEd Complex,
Meralco Avenue, Pasig City, Philippines 1600
Telefax : +63-2-8631-1072; +63-2-8634-1054; +63-2-8631-4985
Email Address : blr.qad@deped.gov.ph; blr.lrp@deped.gov.ph