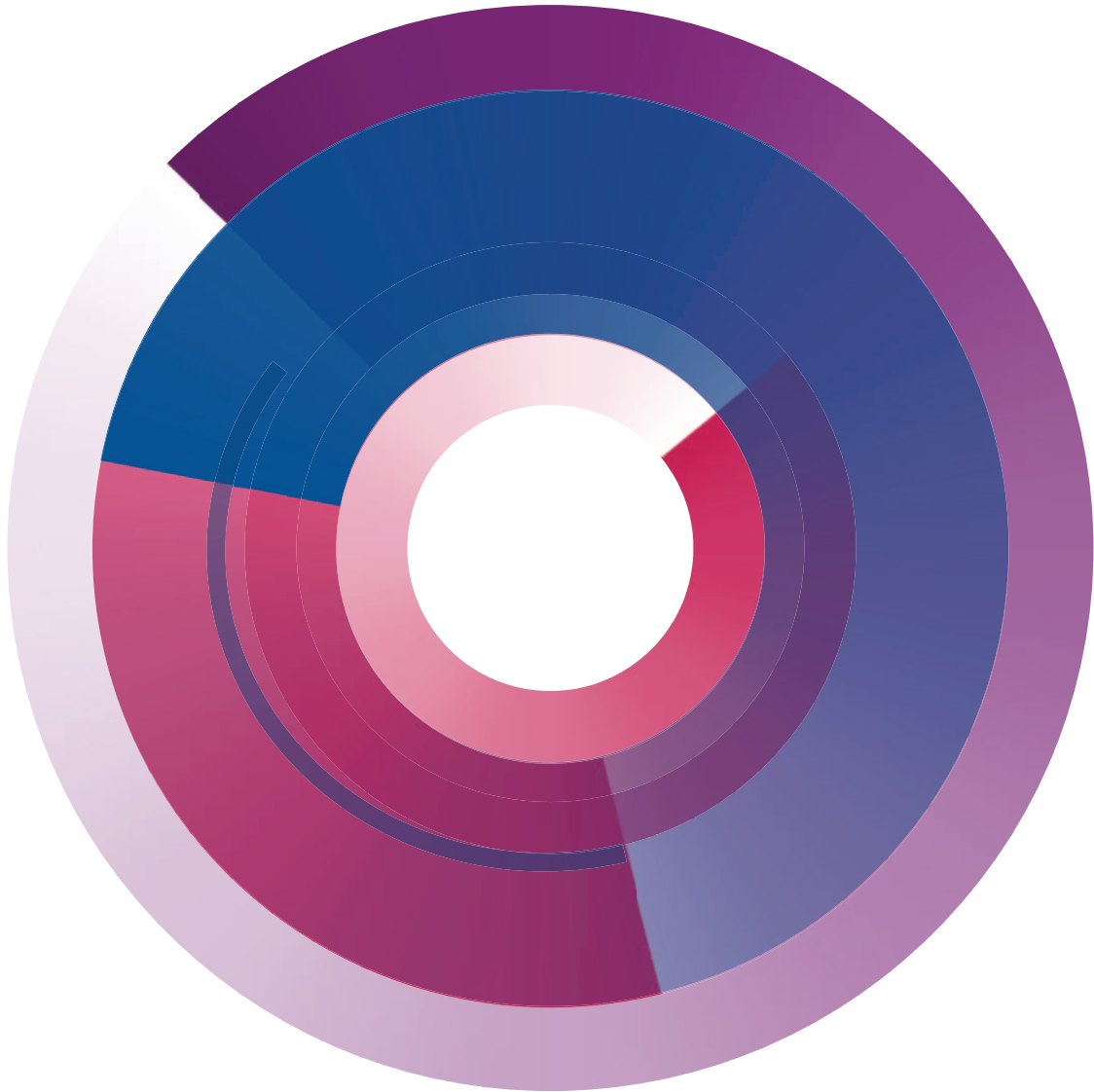


Adaptability

UNIT 3: THRIVING AT WORK



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UNIT 3:

Thriving at work

Welcome to this unit on adaptability!

Adaptability is your ability to learn new things and make changes to the way you do things so you can thrive at work. Thriving at work means growing in your job and taking steps to develop your career.

You show that you can adapt when you set goals and take action to plan a career path, change your spending habits to save up money for training and adjust your schedule to fit in healthy habits.

Research shows that adaptability is an important skill for work and for life. The tasks that you complete in this unit will help you improve your ability to adapt and thrive at work.

You will read about Jaspreet. She is trying to adapt so she can thrive at work but she needs strategies to do it effectively.

Learning outcomes

After completing this unit, you will be able to:

- Identify when you need to adapt to thrive at work
- Identify the purpose for adapting
- Identify strategies to adapt effectively

Vocabulary

Thrive: become better, grow, do very well

Career: the path you follow and progress you make in a specific area of work. It includes your jobs, training and experience.

Adapting to thrive at work

Once you have adapted to your new job, you start to think about how you can thrive. Thriving can mean taking on more responsibilities, learning new skills or getting a promotion. Your desire to grow at work is very important, but you also need to be able to adapt so you can do it successfully.

Below are examples of how to adapt when you want to thrive at work.

Plan for your career

To thrive at work, you will need to decide how you want to grow. You can adapt by setting clear goals and taking action to achieve them.

Learn how to talk about your goals

To thrive at work, you will need to let your employer know about your goals. You can adapt by picking the right time and way to do it.

Find ways to cover the cost of training

To thrive at work, you may need to take training and this costs money. Your employer may cover some of the expenses, but it may not be enough. You may need to pay some of the fees yourself. You can adapt by making changes to your spending habits and earning extra money so you can save for training.

Adjust your schedule to include healthy habits

To thrive at work, you need to make time for self-care. You need to be healthy and rested to focus on your goals. You can adapt by making small changes to your schedule to fit in healthy habits every day.

Vocabulary

Self-care: things that you do to take care of your body and mind

Self-evaluation

This self-evaluation asks you to think about your adaptability skills. Answer the questions as honestly as you can.

You will do this again at the end of the unit to see how you benefited from the material.

How well can you do these activities?

Self-evaluation is a way to reflect on your experiences, thoughts and emotions.

It helps you understand yourself better, shows your strengths and identifies areas you need to improve.

Activity	Not at all well	Not very well	Pretty well	Very well	Extremely well
1. I can plan for my career.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. I can talk to my supervisor or manager about my goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. I can find ways to pay for training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. I can adjust my schedule so I can include healthy habits every day.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Self-evaluations adapted from SRDC – OLES Measurement Tool: COMSA Survey Builder (srdc.org)

Jaspreet's story

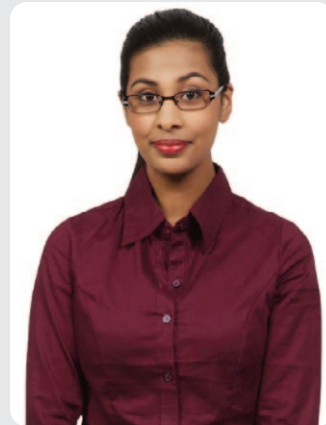
Jaspreet has worked as a dietary aide in a seniors home for six months. She is confident in her role and wants to grow at work, but she isn't sure how to do it.

Jaspreet thinks she could become a health care aide in the future, but she needs to get a certificate. There are a lot of programs available, but she isn't sure which one would work for her. They have different schedules, formats and prices. The programs cost money and Jaspreet hasn't been able to save up much. She isn't sure how to save money. Even if she does save some, she isn't sure she could pay for the whole program herself.

If the health care aide training doesn't work out, Jaspreet isn't sure what else she could do. She hasn't talked to her supervisor about it. She isn't sure how to do it.

When Jaspreet first started her job, she had a healthy routine. Now she is so busy at work that she finds it hard to fit healthy habits into her schedule. When she gets home, she doesn't have the energy to prepare lunch and coffee for her next shift. That's why she buys them almost every day.

Jaspreet wants to thrive at work but sometimes she isn't sure if she can do it. It's a lot to handle. She needs strategies to do it effectively.



What to adapt to? Identify areas

Jaspreet wants to grow at work. To do this, she needs to be able to adapt.

Where does Jaspreet need to be able to adapt?

TASK

1. Which are the three areas where Jaspreet needs to be able to adapt?

Circle your answers.

- a. Finding ways to cover the cost of training
- b. Planning for her career
- c. Focusing on her family life
- d. Fitting healthy habits into her schedule

2. What are two examples that show Jaspreet needs to find ways to cover the cost of training?

3. What are two examples that show Jaspreet needs help planning for her career?

4. What is one example that shows Jaspreet needs to fit healthy habits into her schedule?

REFLECT

Think of your goals.

- How is Jaspreet's experience similar to your own?
- Are there any differences?
- What are your goals?
- What are three areas where you need to be able to adapt so you can achieve your goals?


What does adapting look like? Identify actions

What actions could Jaspreet take to adapt?

TASK

Draw a line to match Jaspreet's challenge with an action.

We have done the first one as an example.

- | | | |
|---|---|---|
| 1. Jaspreet isn't sure which health care aide program would work for her. |  | a. She could find ways to cover the cost of training. |
| 2. Jaspreet isn't sure if she can pay for the whole program herself. | | b. She could compare the programs and decide which one works for her. |
| 3. Jaspreet hasn't been able to save up money for training. | | c. She could adjust her schedule. |
| 4. Jaspreet isn't sure how to talk to her supervisor about her goals. | | d. She could change her spending habits. |
| 5. Jaspreet finds it hard to fit healthy habits in her busy schedule. | | e. She could learn how to do it in a professional way. |

REFLECT

Think of your goals.

Think of the three areas where you need to adapt to achieve them.

What would you do to adapt?

Think of one action for each area.

Why adapt? Identify the purpose



Thriving at work is important. It allows you to grow as an employee and respond to changes in the workplace in a positive way. You learn more skills and do your tasks better. It becomes more likely that you can take on more responsibilities or get a promotion.

Thriving at work requires a lot of effort. When you get busy at work or in everyday life, it can be hard to make the extra effort.

However, if you keep in mind how you can benefit from thriving at work, you can adapt, learn new things and achieve your goals.

Jaspreet wants to grow at work. She needs to be able to adapt and handle a lot. Sometimes she isn't sure if she can do it. If Jaspreet remembers how she can benefit every time she adapts, she will stay motivated and focus on her goal.

Why should Jaspreet be able to adapt?

TASK

Complete the sentences with your ideas. You can write more than one idea.

We have done the first one as an example.

1. If Jaspreet adjusts her spending habits:

she can save up money. If she saves up money, she can pay for training.

2. If Jaspreet finds programs that work with her schedule:

3. If Jaspreet fits healthy habits in her schedule:

4. If Jaspreet can cover the cost of the training she wants to take:

5. If Jaspreet learns how to talk to her supervisor about her goals:

REFLECT

Think of your goals.

Think of the three areas where you need to adapt to achieve them.

Why will it be important to adapt?

Think of at least one purpose for each area.

How can you adapt effectively? Identify and practise strategies



You need to be able to adapt if you want to thrive at work. You need to develop a career plan, take training, cover the cost of training, learn how to talk about your goals and take care of your body and mind.

There are many strategies that can help you do it effectively. Why not use them and see what happens!

REFLECT

Think of the challenges that Jaspreet is facing.

How can she adapt better?

Do you know of any strategies she could use?

Strategies to plan for your career

When you plan for your career you set goals and identify actions to achieve them. It helps you think about your short-term goals, such as getting training or a certificate. It can also help you think about your long-term goals, such as becoming a leader or starting your own business!



Jaspreet wants to thrive at work, but she doesn't know how to plan for her career. She needs strategies to do it.

Here are some that can help:

Set your goals

Think about how you want to grow:

- You could get promoted. For example, if you work as a kitchen helper, you could get promoted to kitchen manager.
- You can do what you find rewarding. For example, if you like to work with children and feel good when you serve your community, you can get training to work with children with disabilities.
- You could look for other opportunities in your workplace. You can look at the organizational chart to see what there may be for you.
- You could stay in your current job long term. You can thrive by staying committed and learning better ways to do it.

Read job descriptions

Look at job descriptions of what you want to do. This will help you think about the skills, experience and training that you have and what you need to get.

List the skills, experience and training you have

Make a list of what you already have. These can be the skills, experience or training that are directly related to what you want to do in the future. These can also be your transferable skills. They can be from your current or past jobs, volunteer experience, cultural activities or school.

List the skills, experience and training you need

Make a list of the things you need to get. These can be skills, experience or training. Find out how to get them.

Vocabulary

Short-term goals: things you want to do in the near future

Long-term goals: things you want to do over a longer time

Get promoted: get a job with more responsibility and higher pay

TASK 1

Jaspreet works as a dietary aide. Her goal is to become a health care aide. She is looking at the qualifications for the job to compare it with what she does. This will help her see what experience, skills and training she already has and what she needs to qualify for a health care aide job.

Read what Jaspreet does as a dietary aide.

Read the qualifications and skills required for a health care aide.

Answer the questions.

What Jaspreet does as a dietary aide

She lifts and transfers heavy and hot items.
She stands and walks for most of her shift.

She helps prepare and cook meals for residents. She follows the home's menu, but she makes sure to hear about her residents' dietary needs.

She serves food to the residents. She is very polite, patient and respectful with them.
She always wants to know if they like the food.

She cleans residents' rooms after meals. She is careful not to move their belongings around.

Jaspreet has a current Safe Food Handler's Certificate. She also has her Grade 12.

Qualifications for a health care aide

- Current CPR and Basic First Aid
- Non-violent Crisis Management
- Active health care aide certificate
- Immunizations
- Experience working with seniors or other vulnerable adults

Skills and abilities

- Customer focused skills
- Ability to lift and transport residents
- Strong communication skills
- Ability to handle challenging behaviours
- Demonstrates respect for clients

1. What transferable skills, qualifications and experience does Jaspreet already have for a health care aide job?

2. What other skills and qualifications does Jaspreet need to qualify for a job as a health care aide?



How to choose a training program

If you want to choose a program as part of your career plan, here are some things to think about.

Time

- When does the program start? Can you apply by the deadline?
- How long is the program? Do you have that much time?
- How many hours a week would you need? Do you have that much time?

Cost

- How much does the program cost?
- Do you have to pay the fees all at once? Can you pay in smaller amounts?
- Will there be extra expenses?
- Can you pay for the program yourself? Can you get help to cover the cost?

Format and schedule

- Is the program online or in person?
- Do you need to participate in sessions?
- Do the hours work with your job?

TASK 2

Jaspreet is comparing two training programs for health care aides to decide which one would work better for her.

Jaspreet works day, afternoon and night shifts. She gets dental and health benefits from her employer.

Answer the questions using the information about the two programs.

Program 1	Program 2
Program fees: \$ 3500 ¹	Program fees: \$ 3350
Books and supplies: \$ 450	Books and supplies: \$ 400
Other fees: \$ 700 ²	Other fees: \$ 750 ¹
¹ Includes health and dental fees	¹ Includes CPR/First Aid, Non-violent Crisis Management, PPE, and practicum. Does not include immunizations, health and dental fees.
² Includes immunizations, PPE, Non-violent Crisis Management and practicum. Does not include CPR/First Aid and Basic Life Support (BLS).	Program duration: 23 weeks
Program duration: 20 weeks	Program format: in person, fixed schedule
Program format: mostly online. Practicum is in person with day, evening and night hours.	

1. What is the total cost of Program 1?

2. What is the total cost of Program 2?

3. What is included in the total cost of Program 1?

4. What is included in the total cost of Program 2?



Numeracy tip

To calculate the total, add all the amounts.

5. Is there anything included in the Program 1 fees that Jaspreet doesn't need?

6. Is there anything included in the Program 2 fees that Jaspreet doesn't need?

7. If Jaspreet chose Program 1, would she need to pay for anything extra to qualify for a health care aide job?

8. If Jaspreet chose Program 2, would she need to pay for anything extra to qualify for a health care aid job?

9. What is the format of Program 1?

10. What is the format of Program 2?

11. Which program format would work better with Jaspreet's work schedule?

TASK 3

Compare the programs to help Jaspreet decide which one to take.

List the advantages of the programs. Think about why they would be a good choice for Jaspreet.

List any disadvantages or reasons why they wouldn't be a good choice.

See **Adaptability: Unit 2** to practise making decisions.



Program 1

Advantage	Disadvantage

Program 2

Advantage	Disadvantage

Jaspreet's decision:

REFLECT

Think of your goals.

- Do you have a plan to achieve them?
- If you have a plan, what strategies did you use?
- If you don't have a plan, what strategies will you use to make one?

Practise reading an organizational chart

An organizational chart shows the structure of the company. It shows how jobs and employees are connected. It can help you understand what other opportunities there may be for you.

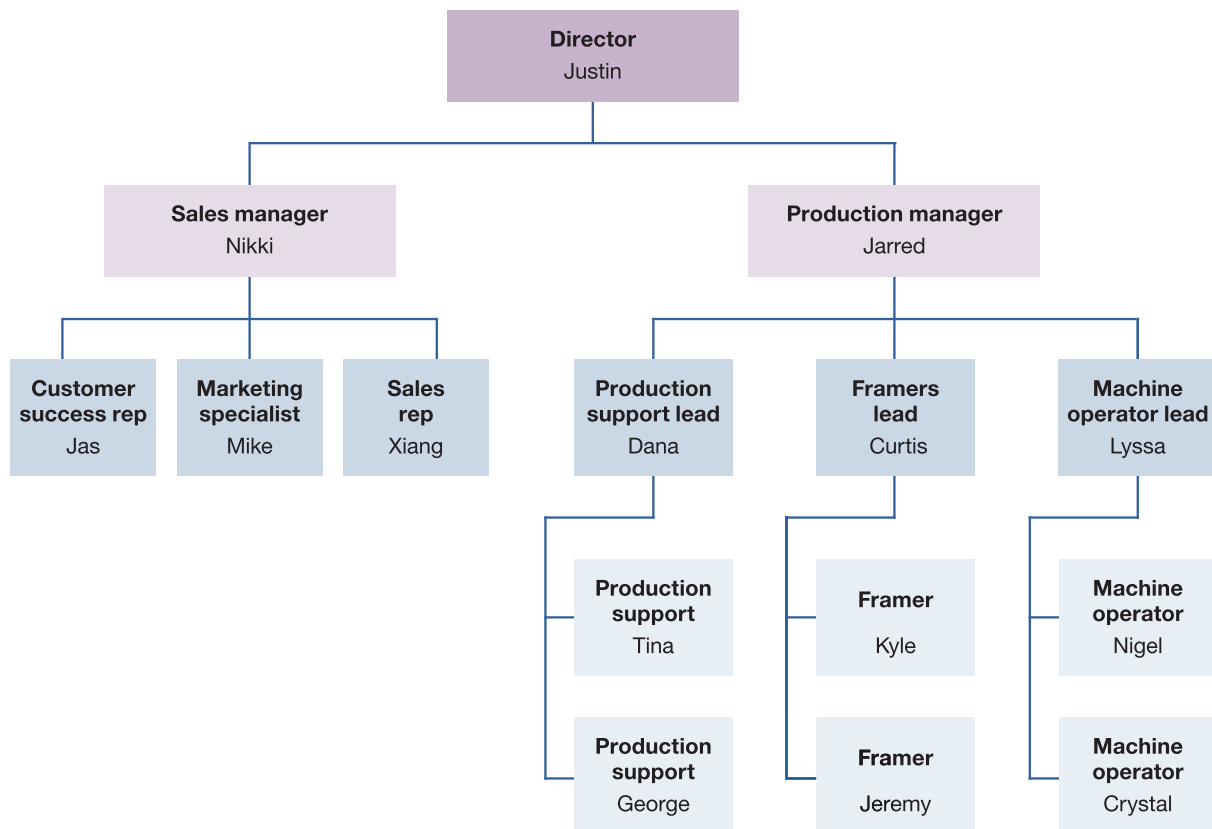
What does an organizational chart look like?

An organizational chart has boxes for employees and their jobs. The box at the top is the head of the company.

Lines show how jobs are connected. They show who manages other employees and who employees report to.

Below is an organizational chart for a construction company. It shows that Justin is the director of the company.

The chart shows that Justin supervises Nikki (sales manager) and Jarred (production manager). George and Tina report to Dana.



Vocabulary

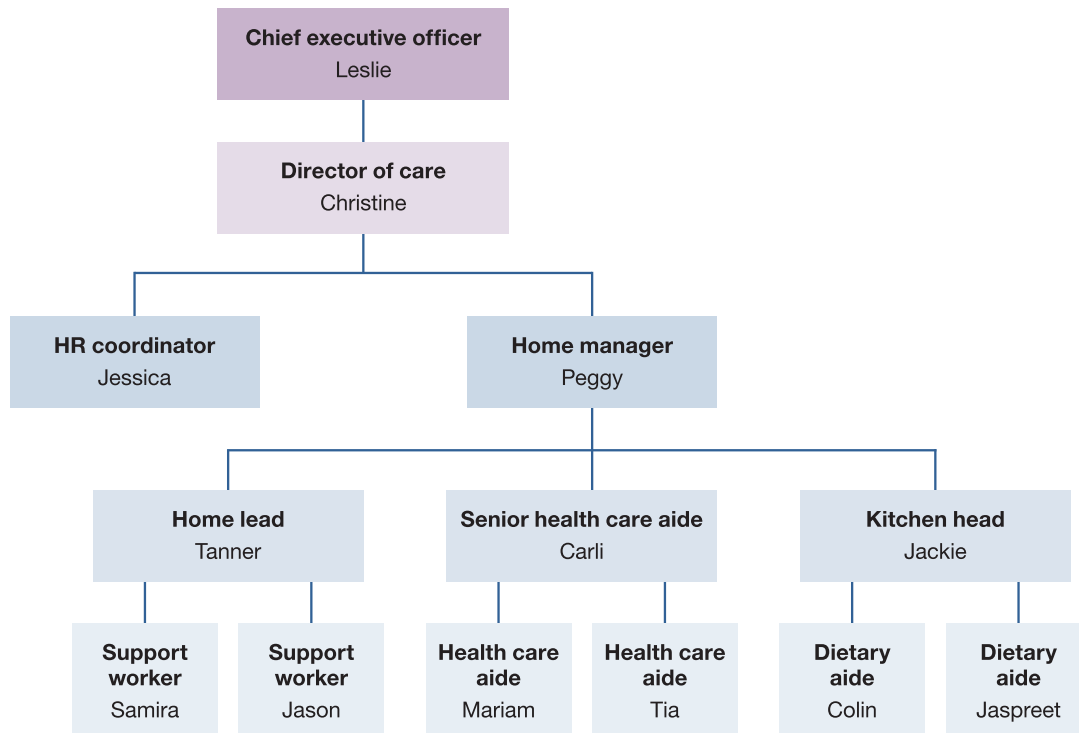
Report to: work under someone's supervision

You report to your manager or supervisor, and they oversee your work.

TASK

Below is the organizational chart for the seniors home where Jaspreet works.

Answer the questions using the chart.



1. Who is the head of the seniors home? _____
2. Who do the HR coordinator and home manager report to? _____
3. Who do Samira and Jason report to? _____
4. Who does Carli supervise? _____
5. How many dietary aides are there in the seniors home? _____

How can an organizational chart help you with your career goal?

When you aren't sure how to grow with the company, you can use the organizational chart as your guide. You can see what positions the company has and the levels of the positions.

This can help you think about which position you would like to grow into. It can be a position at a higher level or one at the level of your current position but with different skills and responsibilities.

You can learn about the skills and requirements for the position from the person who is currently doing that job. You could also talk to the supervisor of the department. They may even give you a job description.

TASK

Jaspreet looks at the chart to see what career opportunities she may have with the company.

Answer the questions to help Jaspreet develop career paths.

1. If Jaspreet decides to become a health care aide, what other career opportunities could she have?

2. If Jaspreet wants to learn more about a health care aide's job, who can she talk to?

3. If Jaspreet decides to become a support worker, what career opportunities could she have?

4. If Jaspreet wants to learn more about a support worker's job, who can she talk to?

5. If Jaspreet decides to stay in the kitchen department, what career opportunities could she have?

Strategies to talk about your goals

Many companies want their employees to stay and grow with them. That's why it's important to talk about your goals. You need to be able to

adapt so you can pick the right time and way to do it. That way, your supervisor or manager will be happy to listen to you.



Pick the right time

Talk about your goals with your supervisor or manager:

- During your performance review
- When the company offers training
- When there is an open position that you would like to apply for

Don't talk about your goals when the company is laying off people or isn't getting many contracts or orders.

Ask about opportunities

Ask your supervisor or manager questions like:

- How can I grow in my position?
- Can I take on more responsibilities?
- Can I job shadow someone who knows the workflow well?
I would like to learn how to prioritize my tasks better.

Talk about the benefits of what you want to do

If you want to get another job with the company, talk about what you've achieved in your current role. Show how it could help you in the job you want to do next.

If you want to take training, explain how it can help in your current or future job. That way, the company may be able to cover some of the cost of the training.

If you want to job shadow a co-worker to learn from them, explain how this can help in your current or future position.

Follow up

Give your supervisor or manager some time after you talk to them about your goals. Then follow up. Ask for another meeting or send an email depending on how they prefer to communicate.

Vocabulary

Prioritize tasks: understand which tasks are more important and do them first

Job shadow: watch a co-worker do their job and learn from them

Ask about next steps

Ask your supervisor or manager about the next steps. You may need to wait until there is a good opportunity. If there is an open position, you may need to apply right away.

Stay positive

Be positive. Growing at work can take time. You may have to try a few times to achieve what you want.

TASK 1

Which strategy could Jaspreet use in the following situations? You can write more than one strategy.

1. Jaspreet wants to take a course. She asked her supervisor, Jackie, if the company could cover some of the cost. Jackie said she would discuss it with the director. Jaspreet hasn't heard back from Jackie for a week.

2. Jaspreet wants to know how she can grow in her job.

3. Jaspreet wants to job shadow Carli. Jackie told Jaspreet it's not the best time to do it.

4. Jaspreet wants to talk to Jackie about her goals.

5. Jaspreet talked to Jackie about her goals but isn't sure what to do next.

TASK 2

When should Jaspreet talk about her goals?

Check (✓) your answers.

- At her performance review, the supervisor asks Jaspreet what other skills she would like to learn.
- The supervisor announces there is a training opportunity.
- The supervisor is busy with year-end reporting.
- The supervisor tells the team that the company has lost a contract.
- The supervisor sends an email about an open position that Jaspreet would like to apply for.
- Jaspreet's supervisor got promoted. The position is now open.

TASK 3

Write "approve" if you think Jaspreet's supervisor would approve her request.

Write "not approve" if you think her supervisor wouldn't approve.

1. Jaspreet wants to ask for help to pay for training.

She says, "I want to take a computer course. This will improve my computer skills."

2. Jaspreet wants to job shadow her co-worker, Mariam.

She says, "I want to job shadow Mariam because she works very well with the new resident. It can help me understand the resident better, so I can build relationships with them."

3. Jaspreet wants to job shadow Jason.

She says, "I want to job shadow Jason to figure out how his team can work faster."

4. Jaspreet wants to apply for a team lead position.

She says, "All my team members tell me that I have positive energy and always cheer them up when things are tough. If I become a team lead, I can help my team stay motivated and do a great job."

5. Jaspreet wants to take training on how to communicate with people with dementia. She needs to be away from work for two hours to take the training.

She says, "If I take this training, I can communicate with our residents with dementia better when they refuse to eat. This course can also be helpful when I become a health care aide with the company."

REFLECT

Think of your goals.

- Have you ever talked to your supervisor about them?
- How did it go?
- What strategy did you use?
- What strategy will you use next time you talk about your goals?

Strategies to cover the cost of training

To thrive at work, you may need to get training. Training programs can cost a lot of

money. You need to be able to adapt if you need help to cover costs or to save up.



Ask your employer

Ask your employer if they can help pay for training. They may help you if the training will benefit your job and the company.

Adjust your spending habits

Even if your employer helps pay for training, it may not be enough to cover all the costs. You may need to adjust your spending habits to save up for it.

Even small changes can help:

- Make lunch at home instead of buying it
- Bring coffee from home instead of buying it
- Save as much as you can every pay period, even if it's a small amount

Work extra hours

Working extra hours is a great way to make more money to pay for training. For example, you could pick up shifts when a co-worker needs time off.

Work shifts with extra pay

Some companies offer extra pay for shifts, such as evening, night or holidays.

You could pick up those shifts if they are available.



Self-care tip

If you work extra hours, make sure that you still have time to take care of yourself.

How Jaspreet can adjust her spending habits

Jaspreet drinks coffee in the morning.

Last pay period Jaspreet worked 10 days. She bought coffee every day.

Coffee	Price (\$)
Day 1	3.98
Day 2	3.98
Day 3	3.98
Day 4	3.98
Day 5	3.98
Day 6	3.98
Day 7	3.98
Day 8	3.98
Day 9	3.98
Day 10	3.98
Total:	\$ 39.80



Numeracy tip

To calculate the difference, subtract the smaller amount from the bigger one.

This pay period, Jaspreet made her coffee at home. She bought ground coffee from the store.

She paid \$8.97 for enough coffee for 10 working days.

Jaspreet calculated the difference: $\$39.80 - \$8.97 = \$30.83$

She saved \$30.83 on coffee this pay period.

TASK

Last pay period, Jaspreet worked 10 days. She bought lunch every day.

Calculate how much Jaspreet spent on lunch in total.

Meal	Price (\$)
Day 1	11.99
Day 2	13.19
Day 3	12.59
Day 4	11.99
Day 5	14.50
Day 6	12.59
Day 7	13.19
Day 8	14.99
Day 9	12.99
Day 10	13.50
Total:	\$

This pay period, Jaspreet decided to make lunch at home. She planned the lunch meals and bought the groceries from the store. She was able to make salads and sandwiches for nine days! She bought lunch only once to treat herself. She paid \$12.99 for it.

Calculate how much in total Jaspreet spent on lunch this pay period.

Food	Price (\$)
Groceries	75.00
Bought lunch	12.99
Total:	\$



Self-care tip

Even when you are saving money, it's good to treat yourself once in a while.

How much did Jaspreet save on lunch this pay period?

Calculate the difference between the amounts Jaspreet spent last pay period and this pay period.

Jaspreet saved: _____

REFLECT

Think of your goals.

- Will you need to save up for training you want to take?
- How can you adjust your spending habits to save up?

TASK

Jaspreet was accepted into a health care aide program on April 21.

The payroll department gave Jaspreet an expense form to fill out so she can claim some of the expenses for her training. They told her that the company will pay \$500.

Jaspreet's last name is Batta. Her employee number is 987654. Her supervisor is Jackie.

Fill out the expense form.

Expense claim form		
Employee information		
Employee name: _____	Employee number: _____	
Department: _____	Supervisor: _____	
Expenses		
DATE	DESCRIPTION	AMOUNT (\$)
Total:		\$
Employee signature: _____	Date: _____	
Approved by: _____	Date: _____	

Strategies to fit healthy habits into your schedule

Making time for self-care every day will help you feel healthy and rested so you can focus on your job. When you get busy with work or chores, it's hard to do it every day.

You can make small changes to fit healthy habits into your daily schedule.



Vocabulary

Self-care: things that you do to take care of your body and mind

Jaspreet gets busy at work, and finds it hard to take care of herself. This affects her body and mind. She needs strategies to fit healthy habits into her schedule.

Here are some that can help:

Wake up earlier

Wake up a little earlier than you normally would to have some time for yourself. You can do a breathing or mindfulness exercise or stretch.

Set an alarm to do stretches during the day

Set your alarm to remind yourself to do stretches at least once during the day.

Take time off

Take time off to let your body and mind rest.

Take your breaks. Don't eat lunch at your desk. If the weather is nice, go out to breathe some fresh air.

Take regular vacations to do something fun with family or friends or just have some time for yourself. When you get back to work, you will have more energy and perform better.

REFLECT

Think of your self-care habits.

- How do you take care of your body and mind?
- How will you adjust your schedule to do it every day?
- What is one strategy that you will use for self-care? Write it in the box.

My self-care strategy:

Practise filling out a time off request form

You fill out a time off request form when you want to take time off work.

Employers like it when you plan days off ahead of time. They have a policy about it. Make sure to find out how soon you need to fill out the form when you want to take time off. You can check your Employee Manual, ask your supervisor or manager or talk to someone from HR.

You can take the time off after your request has been approved.

What do you write on a time off request form?

You need to fill out the form with:

- Your information
- Type of leave you are taking
- First and last days of your time off
- Your signature and the date

Types of time off

Sick: time off for health reasons

Vacation: time off to rest, refresh and travel

Bereavement: time off when a family member passes away

Time off without pay: time off for personal need

Maternity: time off a mother takes before and after her child is born or adopted

Paternity: time off a father takes before or after his child is born or adopted

Employee time off request

Employee information

Employee name: _____ Employee number: _____

Department: _____ Supervisor: _____

Type of time off requested

Sick Bereavement Maternity

Vacation Time off without pay Paternity

Dates of time off

From: _____ To: _____

Employee signature: _____ Date: _____

Approved by: _____ Date: _____

You must submit requests for time off (except for vacations) at least two days before the first day you will be absent.
You must submit requests for vacations at least two weeks before the first day you will be absent.

TASK

Jaspreet has decided to take a vacation. She wants to be away from work from June 19 to 23. Her last name is Batta. Her employee number is 987654. Her supervisor is Jackie.

Fill out the employee time off request form.

Employee time off request

Employee information

Employee name: _____ Employee number: _____

Department: _____ Supervisor: _____

Type of time off requested

Sick Bereavement Maternity

Vacation Time off without pay Paternity

Dates of time off

From: _____ To: _____

Employee signature: _____ Date: _____

Approved by: _____ Date: _____

You must submit requests for time off (except for vacations) at least two days before the first day you will be absent.
You must submit requests for vacations at least two weeks before the first day you will be absent.

Apply what you've learned

Now that you know more about how to adapt, how would you handle the following situations?

Circle one answer.

Write another one.

1. You want to grow with the company.
 - a. I would talk to my supervisor about it right away.
 - b. I wouldn't tell anyone until there is an open position.
 - c. I would ask my supervisor about opportunities at my performance review.

Another answer: _____

2. You want to talk about your goals with your supervisor.
 - a. I would call my supervisor to do it.
 - b. I would wait until there is a good time to do it.
 - c. I would talk about it as much as I can. That way, my supervisor won't forget about it.

Another answer: _____

3. You want to take training that will help you in your job. The training isn't free.
 - a. I would adjust my spending habits to save up for it.
 - b. I wouldn't think about it until I get money from somewhere.
 - c. I would give up the idea because I would never be able to save up for it.

Another answer: _____

4. You get busy at work. You forget to fit healthy habits into your day.
 - a. I would continue without healthy habits as long as I can.
 - b. I would fit in healthy habits once in a while, when I remember.
 - c. I would set my alarm to do five-minute stretches.

Another answer:

5. You want to grow at work but there has been no opportunity for you yet.
 - a. I would quit my job.
 - b. I would stay positive.
 - c. I wouldn't do my best work anymore.

Another answer: _____

What's next?

Talking about what you've achieved at work

When you want to grow with the company, you may need to talk to your supervisor or manager about what you have achieved. You may do this to prove that you deserve a promotion or that you are able to take on more responsibilities.

As you do your job, think about how you use your ability to adapt to do difficult things well.

Then when you talk about what you've achieved, explain how it helped you, your team and the company. Examples of what you can achieve at work are:

- Taking on a challenge
- Learning something new and using it in your work
- Setting a goal and achieving it

Prepare short stories about how you did things with success in challenging situations.

TASK 1

Imagine that you have applied for a team lead position with the company. You want to be ready to talk about a time you did something well at work.

Write about how you did it by answering the questions.

1. What was the situation?

Example: *In the kitchen, it took us a long time to find things because of the way they were organized.*

Your example:

See **Adaptability and Collaboration: Unit 1** to learn how to tell stories about your skills.



2. What did you do?

Example: *I sorted them into big storage containers and labeled the containers.*

Your example:

3. How did it help you or your team?

Example: *Now we can find things faster. It saves time when we prepare meals.*

Your example:

4. How will it help you in the new role?

Example: *This shows that I'm good at organizing workflow so that my team saves time. This will help me as a team lead.*

Your example:

TASK 2

After this unit, think of more times when you achieved something at work.

Write them down in a notebook and add more as you think of them.

Now you have strategies to thrive at work. Keep learning and improving skills.

You can develop a rewarding career!

Self-evaluation

How well can you do these activities?

Activity	Not at all well	Not very well	Pretty well	Very well	Extremely well
1. I can plan for my career.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. I can talk to my supervisor or manager about my goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. I can find ways to pay for training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. I can adjust my schedule so I can include healthy habits every day.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Answer key

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Task

1. a, b, d
2. Possible answers:
She isn't sure how to save money.
She isn't sure if she could pay for the whole training program herself.
3. Possible answers:
She isn't sure which program would work for her.
She isn't sure what else she could do if the health care aide program doesn't work for her.
4. When she gets home, she doesn't have energy to prepare lunch and coffee for her next shift.

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Task 1

1. b
2. a
3. d
4. e
5. c

PAGE 13 and 14

Task 1

1. Possible answers:
She has experience working with seniors.
She can transfer heavy and hot items. This means that she can also lift and transport residents.
She is very polite and patient with residents. This means that she demonstrates respect for clients.
She is careful not to move the residents' belongings around. This means that she respects their boundaries.
2. CPR and First Aid
Non-violent Crisis Management
Health care aide certificate
Immunizations

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Task 2

1. \$ 4,650
2. \$ 4,500
3. Program fees, books and supplies, health and dental fees, immunizations, PPE, Non-violent Crisis Management and practicum
4. Program fees, books and supplies, CPR/First Aid, Non-violent Crisis Management, PPE and practicum
5. Health and dental fees
6. No
7. CPR/First Aid
8. Immunizations
9. Mostly online. Practicum is in person, but it has flexible hours.
10. In person, fixed schedule
11. Program 1

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Task

1. Leslie
2. Christine
3. Tanner
4. Mariam, Tia
5. 2

PAGE 21

Task

1. Senior health care aide and home manager
2. Carli, Mariam or Tia
3. Home lead and home manager
4. Tanner, Samira or Jason
5. Kitchen head

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Task 1

1. Follow up
2. Ask about opportunities
3. Stay positive
4. Pick the right time and talk about the benefits of what you want to do
5. Ask about next steps

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Task 2

- At her performance review, the supervisor asks Jaspreet what other skills she would like to learn.
- The supervisor announces there is a training opportunity.
- The supervisor sends an email about an open position that Jaspreet would like to apply for.
- Jaspreet's supervisor got promoted. The position is now open.

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Task 3

1. Not approve
2. Approve
3. Not approve
4. Approve
5. Approve

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Task

Total for meals: \$131.52

Total for food (groceries and bought lunch): \$87.99

Jaspreet saved: \$43.53

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Task

Employee time off request

Employee information

Employee name: Jaspreet Batta Employee number: 987654

Department: Kitchen Supervisor: Jackie

Type of time off requested

Sick Bereavement Maternity
 Vacation Time off without pay Paternity

Dates of time off

From: June 19 To: June 23

Employee signature: Jaspreet Batta Date: May 20, 2023

Approved by: _____ Date: _____

You must submit requests for time off (except for vacations) at least two days before the first day you will be absent.
You must submit requests for vacations at least two weeks before the first day you will be absent.

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Apply what you've learned

1. c
2. b
3. a
4. c
5. b