Welcome to 
Smart Work Ethics™

Smart Work Ethics™ is a workforce employability skills program developed to create an understanding of workplace ethics, often referred to as “soft skills.” From making a good first impression to knowing what interpersonal skills are required, learn what employers look for and measure when they hire and promote employees.

Program Description

Smart Work Ethics™ teaches universal standards needed to succeed in today’s workplace. Employees lacking these soft-skills, risk job loss and/or becoming part of the “revolving entry level” employee. Participants will learn the importance of personal accountability and understand what employers look for in a productive employee.

This is not a quick fix for irritations, this is a life-long employment strategy.
Participant Workshop Overview All workshop activities are supported with positive reinforcement to promote and encourage new behaviour.

Class 1: Smart Communication Skills Participants will identify their personal temperament and learn to effectively interact with other personalities. (Based on the four temperament styles - Myers Briggs using True Colors).

A. Interactive Assessment  B. Strengths  C. Stressors  D. Understanding Diversity

Class 2: Attitude/Good Work Ethic Students learn that attitude and work ethics reflect responsibility. Examples, class discussions and activities encourage participants to take ownership of their role in the workplace.

A. Attitude is a Choice  B. Attitude and Work Ethic  C. Attendance/Punctuality  D. Dependability  E. Responsibility

Class 3: The Power of Your Image Identify and understand the importance of specific dress code criteria (professional, business casual, casual, construction, warehouse, manufacturing, etc., as well as totally unacceptable). Participants are given the tools to create a work wardrobe on a budget, i.e. 3 shirts, 2 pants/skirts, 1 jacket, etc.

A. Appearance = Communication  B. Understanding Dress Codes  C. Perfect Your Image  D. Dress and Professionalism  E. Hygiene/Grooming

Class 4: Interpersonal Communication Skills Interpersonal skills are enhanced through activities and discussions to help participants broaden their ability to work with others. Specific activities are highlighted through class demonstrations and small group role playing.

A. Telephone Etiquette  B. Facial Expressions  C. Tone of Voice  D. Listening  E. Giving/Following Directions  F. Body Language

Class 5: Cognitive Skills Cognitive skills are assessed through activities to develop problem solving skills and handling dilemmas (Example: staying in school vs. dropping out; showing up on time vs. being late).

A. Problem Solving  B. Critical Thinking, Reasoning  C. Creative Thinking  D. Taking Initiative  E. Resourcefulness

Class 6: Organizational Skills Participants identify problems and solutions for themselves based on their temperament. They create a specific plan to be on time for school/work/activities, etc. The group is taken through a process to discover how long it takes them to get ready for school/work so they can adjust their individual responsibilities and schedules. This also gives them an opportunity to recognize why they are late and how to be on time.

A. Goal Setting  B. Time Management

Class 7: Personal Life Skills Self-Management tools are presented through role playing, class activities and class discussion. These discussions include bullying, cliques, and gossip. Several effective personal management tools are presented and experienced through class activities.

A. Emotional Intelligence  B. Self-Management

Class 8: When Life Gives You a Job – Make Lemonade Putting it all together to create a successful career!

A. How to recognize jobs that use and enhance your strengths  B. Embrace the good parts of a job, even if they are ‘hidden’  C. How to boost personal satisfaction in your job  D. How to work with a difficult boss

Program Objectives

- Punctuality
- Work Time vs. Personal Time
- Positive Work Attitude
- Enhance Productivity
- Improved Interpersonal Skills
- Independence & Teamwork
- Personal Accountability
- Informed Decision Making
- Goal Setting
- Effective Communication
- Dealing with Various Personalities
- Understanding Personal Strengths and Weakness
- Time Management
- Interpreting Dress Code
- Emotional Intelligence
- Increase Problem Solving & Critical Thinking
What Makes **Smart Work Ethics™** Work?

**Smart Work Ethics™** Instructors are certified and expertly trained to recognize the importance of actively listening to participants and offering encouragement through positive reinforcement, supported by personal experiences.

**Smart Work Ethics™** can easily be integrated at any phase of an employee’s career, allowing an organization to enhance human productivity and reduce costly turnover.

We only use **POSITIVE REINFORCEMENT**!

To become a **Smart Work Ethics™ Facilitator** or to contact one of our **Smart Work Ethics™ Certified Facilitators** please email info@amik.ca or call 204-336-0554

Contact us today!

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To learn more about **Smart Work Ethics™**
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