



Unit 3: Being a Good Worker

Number of Pages (Students Workbook)	141	Videos	18
Number of Pages (Trainer's Manual)	181	Interactive Exercises	5
Supporting Documents	2	Price (ex VAT/delivery)	£200

Table of Contents

What does it mean to be a good worker?

Time keeping
When you take a break
When you can't go to work

Rules at work

Taking responsibility for your work

Team work

People on your team Your role on the team
The team's job Arguments at work

Working independently

Using tools/equipment/resources

Following instructions

Problem solving

Asking for help Ways to ask for help
Who should you ask? Decision-making
When should you ask?

Flexibility, perseverance and change

Distractions
Concentration
Staying focused between breaks
Dealing with fair and unfair requests
Saying no



45c Derry Road, Strabane, Co. Tyrone, BT82 8DY
Tel: (028) 7188 3114 Fax: (028) 7188 5273
mail@newhorizonspartnership.co.uk

