



Unit 5: Appropriate Work Behaviour

Number of Pages (Students Workbook)	67	Videos	12
Number of Pages (Trainer's Manual)	88	Interactive Exercises	1
Supporting Documents	1	Price (ex VAT/delivery)	£100

Table of Contents

People in work

Co-workers
The boss

Relationships

Physical closeness
Communicating feelings at work

Appropriate behaviour

Be polite and show good manners
Consider the feelings of others
Smile and be happy

Inappropriate behaviour

Inappropriate comments
Huffing
Telling tales
Staring at people

Other things you should know

Compliments
Getting compliments
Using mobile phones

Some final rules!

Telling lies	Taking drugs
Stealing things	Behaving dangerously
Drinking alcohol	Being violent or hitting people



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

