# Discussion Topics

# Chapter 1: Your Employment Relationship

The following Discussion Topics correlate with *Job Savvy*, sixth edition. Discussion Topics provide directions to help you in instructing your students during class time.

Activities Supplements are provided in the ebook to offer students guidance to complete activities found in the margins of their workbook. You may want to present these as in-class activities or as homework assignments. Review Activities are provided in separate handouts to instructors only. The questions found therein may be used in the classroom or as review activities (graded or not).

# Discussion Topics

## What Does Your Workplace Look Like? (page 3)

Have the students complete the exercise “What Does Your Workplace Look Like?” Ask group members to share their diversity ratings of low, medium, or high. Ask them to share which area has the most diversity: age, gender, or ethnic group. If some of the students have worked at more than one job, discuss changes from one job to the next.

## Educational Trends (page 5)

Have the students read the “Educational Trends” section on page 5 and discuss Table 1.3Education Pays.

## Thinking About Your Education (page 6)

Have the group complete the exercise “Thinking About Your Education” on page 6. Share ideas about keeping education and skills current.

## The Structure of Work (page 6)

Have the students read “The Structure of Work” section on pages 6–10 and discuss the reasons businesses give for using different kinds of workers. Discuss the various ways workers are employed. Talk about the gig economy. Have the students discuss these questions:

* What does it mean to be responsible for your career?
* What does it mean to be flexible in your career?

## How Job Savvy Are You? (page 8)

Have the students read each case study on pages 8–9 and answer the questions. Discuss their answers. Then, help them discover which work situations would be satisfying and help them reach their career goals.

Your Work Experience (page 10)

Have students fill out this information about their work experience. They may refer to it as they discuss 21st-century skills.

## 21st-Century Skills (page 10)

Discuss the skills workers need. Discuss the kinds of technology that might be used on a job. Define hard and soft skills.

## 7 Basic Skills (pages 11–12)

Read the section on “21st-Century Skills” on pages 10–15 in the workbook. Read and discuss the foundational skills and workplace competencies (see “Workplace Basics” on page 10). Discuss the seven basic skills from the American Society for Training and Development (ASTD) study. Discuss the need for different skills in various organizations.

## The Public’s View About 21st-Century Skills (page 12)

Have the students read “The Public’s View About 21st-Century Skills” and “Best Jobs for the 21st-Century Skills” on pages 12–15. Point out that key skills will be featured throughout *Job Savvy*. Then have students look at the “Skills Checklist” on page 15. Using the checklist, have students rank from 1 (most important) to 12 (least important) the employee skills that are important to the success of their organization. Discuss and compare the results.

## Dependability vs. Responsibility (page 15)

Before moving on to “How Your Skills Help Your Employer” in the workbook (page 15), discuss the difference in meaning of dependability and responsibility. How could a dependable employee be irresponsible? How could the opposite be true? Which skill is more valuable, dependability or responsibility?

## How Your Skills Help Your Employer (page 15)

List the three essentials that an employer needs to run an efficient and productive business. Have the group read the information in the Profit box. Discuss these three points:

* Businesses must provide a product or service of high quality.
* Businesses must satisfy the customer's needs and wants.
* Businesses must make a profit.

## How Job Savvy Are You? (page 16)

Have the class complete the case studies in the “How Job Savvy Are You?” section on page 16. Ask for volunteers to role play the two situations. Discuss the ways the volunteers handle each situation.

Your Reasons for Working (page 17)

Read and complete “What Should You Expect?” Page 18. Discuss the questions included in the chart.

## Summary Discussion Topic

Discuss this question with the class. What should the relationship between employer and employee be based upon?

# Additional Resources

### Videos

Use the provided Video presentations to share helpful, chapter-specific visuals and information with your students.

### Additional Resource

In the Additional Resources document you will find links to important sources of information related to each chapter of *Job Savvy*. You can find more information about job search and success at <https://JIST.com>.