# Discussion Topics

# Chapter 4: Being There…On Time!

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

## The Cost of Absenteeism (page 56)

Read the introduction and The Cost of Absenteeism pages 56–57 of the workbook. Discuss the problems caused by employee absenteeism. Ask the group to define absenteeism and tardiness. Write their definitions on the whiteboard. Highlight the information in the “Schedule, Attendance, and Tardiness” on page 57. Discuss different methods of scheduling and recording attendance. Discuss the problems created when workers are continually tardy.

## How Job Savvy Are You? (page 57)

### Have the students complete the scenario of Lee and George on page 57. Divide the class into small groups to discuss the situation. Have the groups consider these questions:

* If you were one of Lee’s coworkers, how would you react when Lee returns to work?
* If George ignores the situation, how do you think Lee will react?
* If you were George, how would you handle the situation?

## What’s Your Excuse? (page 58)

Ask each student to fill in the table on page 58. Point out that some of the items might be valid excuses, but solutions are needed to avoid the problems. Compare their lists with the Table 4.1 Common Reasons for Work Absenteeism on the same page.

## Your Lifestyle Affects Your Work (page 59)

Have the class discuss each of the areas listed on pages 59–60. Some of your trainees might believe that these areas aren’t their employers’ concern. Encourage them to openly discuss their feelings. Students should complete the checklist “Your Lifestyle and Stress” (page 60). Each student should rate themselves.

Note: Point out that an employer cannot control an employee’s personal life; however, an employer is affected by the employee’s lifestyle choices. Consequently, lifestyle might affect a worker’s promotions and continued employment.

## Plan for Success (page 61)

### The “Plan for Success” section on pages 61–63 lists the five steps to a good attendance record. It’s important to go over each step. You should emphasize that these are the steps a worker should take *before an emergency arises.* Read through this section together, and then discuss each of the steps:

1. **Ensure that you have reliable transportation.** Have the group list the public transportation available in your area. How do you get a taxi or Uber? How do you read a bus or subway schedule? Where can you get a rider’s pass for the bus or subway? If you needed a ride to work, who would you call?
2. **Arrange reliable care for your dependents.** Discuss the need for reliable childcare and the problems that can arise if you don’t make contingency plans *before* you need them. Have the group check online to find childcare centers and healthcare programs. Assign students to call some of these centers to get the following information:

* What activities are available?
* What hours are the center open?
* Is the center closed for holidays or bad weather?
* What happens when a child is ill?
* What arrangements can be made if a child cannot be picked up at the usual time?

Some of your students may be responsible for adult dependents. You may discuss this situation as well.

1. **Use a calendar.** Discuss the various ways to keep a calendar. Note that recording both business and personal schedules is important to avoid conflicts in scheduling. Share information about helpful apps for reminders of appointments.
2. **Plan a schedule with your supervisor.** As a group, discuss the following questions:

* How much should a supervisor know about your personal life?
* Why is it important for a supervisor to know about your personal plans?
* How much notice should you give before taking a five-day vacation? How much notice is needed for a one-day appointment?
* Is it possible to take off a half-day?

1. **When you can’t get to work, call your employer.** Discuss the information a supervisor needs when you can’t be at work. What is the proper procedure for notifying a supervisor of a delay or absence from work? Who should you talk to if your supervisor isn’t there?

## How Job Savvy Are You?

After students have completed this activity, go over the list, and discuss whether the reasons are acceptable or unacceptable and why. You may provide students with additional experience with this topic using this activity:

Divide the class into small groups. Use the following problems, have each group find a solution to each problem. When they have completed problems 1 through 4, ask each group to create a problem (number 5) and find a solution. After completing the worksheet, each group should present their original problem (number 5) to the entire class and challenge the class to find a solution.

* **Problem:** A mechanic goes home late from work each evening, sits down just long enough to eat dinner, then works on cars at home until he’s ready for bed.
* **Problem:** A worker is so tired that she doesn’t get her work finished.
* **Problem:** A worker ignores a customer because he is busy flirting with a coworker.
* **Problem:** An employee is late for work with this excuse, “My best friend was arrested in a drug bust last night.”
* **Problem:** [Add other problems that your students have had in real life.]

Getting to Work on Time (page 64)

Discuss ways to insure getting to work on time. Look at the information under “A Useful Skill: Time Management” (page 65). Discuss each point. Talk about practical steps that workers can take to use time wisely.

## How Job Savvy Are You?

Give the group time to complete the case studies on page 65. Go over the case studies and questions together.

## Summary Discussion Topic

Discuss this question with the class: How will you benefit as an employee by having good work attendance and being punctual?

# 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>.