



## Construction Trades II

# One Trade Many Careers:

# Who Am I Unit 1

April 6, 2020



10-12/ Construction Trades II  
One Trade Many Careers Unit 1: [April 6, 2020]

**Objective/Learning Target:**  
Students will read through the PPT  
and discover “Who am I?”

# Values

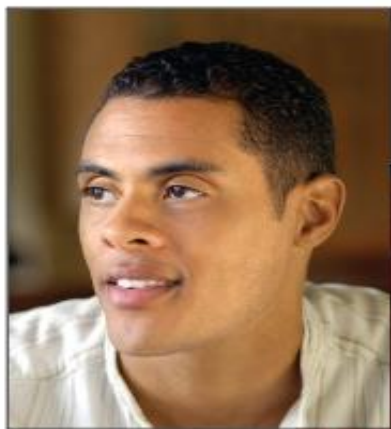
- A **value** is an idea or belief that has a great importance. For example, a person can achieve anything with hard work.
- An **opinion** is a view or attitude about a particular subject. For example, football is better than baseball.

It's not always easy to tell the difference between values and opinions because people often feel strongly about their opinions.



# Attitudes

Although values influence your feelings about a great many things, they are not always obvious. Attitudes on the other hand are easier to detect.



## Attitudes *cont.*

- An **attitude** is the way in which you think, feel, and act.
- Attitudes can be seen as either positive or negative.
- Attitudes are often expressed in the form of strongly stated opinions or emotionally charged remarks.
- People have control over their attitudes.
- Thinking positively often generates positive actions which get positive results.



### Prejudices

- A **prejudice** is an attitude that has no reasonable or justified basis in fact.
- They are, by their very nature, untrue and unfair.
- Everyone has some prejudices.
- Prejudices can affect friendships, relationships, and your career.
- They are difficult to let go.



# People Skills

Getting along with other people is a key to a successful life. These skills include:

- Listening carefully
- Showing concern for others
- Avoiding gossip
- Being a good team player
- Earning confidence of others
- Ability to persuade others
- Keeping an open mind
- Handling criticism
- Keeping information confidential
- Finding ways for everybody to win



### Listening Carefully

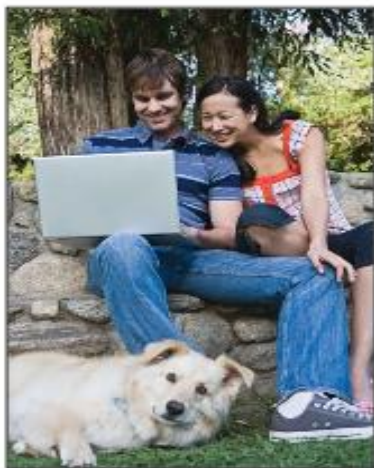
- Listening skills are vital in the workplace.
- How well you complete a task depends on how well you listened to the instructions.
- Listening to people shows that you respect them and that you care about what they have to say.





### Showing Concern for Others

- Showing concern for people is a good way to earn the respect and confidence of others.
- Showing concern can be as simple as asking, “How are doing today?”, or congratulating someone on their success.



### Avoiding Gossiping

Words can hurt people even when no harm is intended.

- Even innocent remarks about a person's looks, personality, ability, or circumstances may be hurtful.
- A good rule of thumb is to always assume that even things said about someone in private, will find their way back to the person being talked about.



### **Being a Good Teammate**

When the entire team is successful, all team members succeed.

- The experience of being a part of a team is more about being of service to the team, not just existing to win or lose.
- On teams, people will have opposing views and disagreements. Good team players put aside individual differences in order to work out the best solutions for the entire team.



### **Earning the Confidence of Others**

Earning the confidence of others is one of the most important people skills.

- Earning a person's confidence does not come easy.
- Confidence is earned by demonstrating your competence, hard work, and your ability to use various people skills such as listening and showing concern for others.
- Confidence is also fragile. It can be quickly destroyed by failing to be honest or reliable.
- Your success in a job may largely be determined by your ability to earn the confidence of your employer, supervisor, and coworkers.

### **Being Persuasive**

The ability to persuade others can be a valuable people skill in the workplace.

- It can demonstrate initiative and teamwork.
- People are almost never persuaded by arguments. People are persuaded by examples.
- Arguing with someone is one of the quickest ways to lose someone's confidence in you.



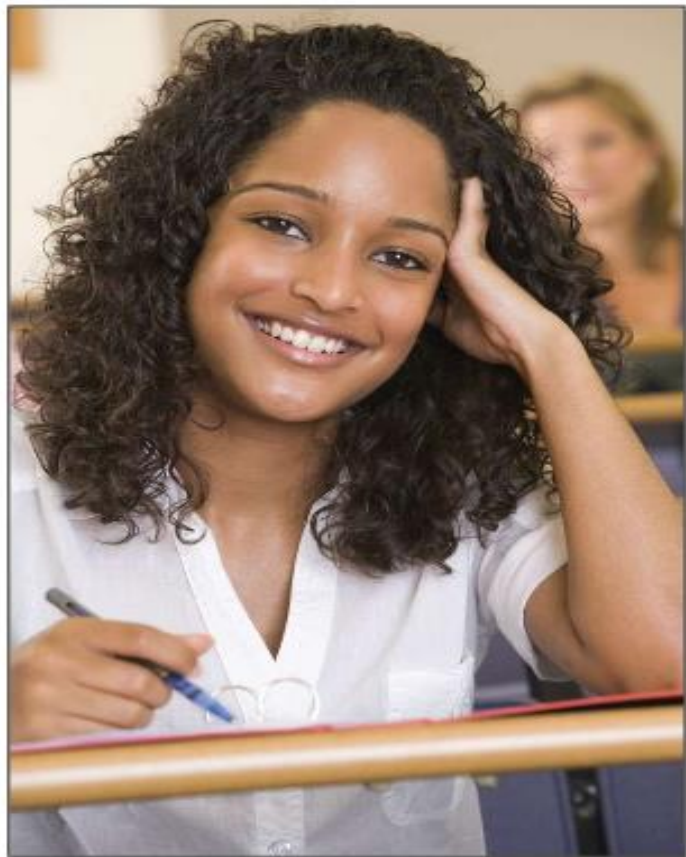
## Keeping an Open Mind

An open mind is a mind that is receptive to new ideas, new experiences, and new ways of doing new things.



### **Keeping an Open Mind, *cont.***

- The modern workplace requires workers to be open to new ideas and methods.
- It is important to evaluate and re-evaluate ideas, processes, and procedures in the workplace.
- It is important to try to give every new idea a fair evaluation, without a negative attitude.
- Many ideas do not seem good at first, but turn out well.



## People Skills *cont.*

### **Handling Criticism Well**

Everyone is given criticism, in life and in the workplace. Keep in mind the following when receiving criticism:

- Do not take it personally. It does not mean you are a “bad” person. It is most often a criticism of an action or failure to act.
- Keep an open mind and a positive attitude. This new awareness may make you a better person or worker.
- No matter how good you are at something, there is always room for growth.



### **Keeping Information Confidential**

It is hard for coworkers and employers to trust someone who can't keep information confidential.

- Confidential information can come from your employer, supervisor, or coworker.
- Sharing confidential information with others is a sure way to lose the confidence of the person who asked you to keep the information confidential.



### **Finding Ways for Everyone to Win**

Everyone likes to win and no one likes to lose. However, many conflicts in life and at work do not have to end with a win or a loss.

- Conflicts can often be resolved in ways that are acceptable to everyone involved.
- Successful people often try to create “win-win” situations.
- Win-win situations happen when all people involve compromise a little bit.



# Goals

Most good things do not happen by accident. To get what you want, you will want to establish clear **goals** and then work hard to achieve them.

- People who set **short-term goals** and **long-term goals** are more likely to achieve them.
- Decide what you want.
- Set realistic goals.
- Make sure your goals are consistent with your values.
- Consider costs and rewards.



## Goals *cont.*

### **Write, Develop, and Achieve**

Write down the goal, develop a plan for achieving it, stick to your timelines, and then take pleasure in the accomplishment.

- Write your goals down. Determine if they are short- or long-term goals.
- Develop a plan for reaching short-term goals.
- Develop a plan for reaching long-term goals.
- Develop a timeline for each goal.

# Vision

Planning for the future takes the ability to imagine what the future may look like. This ability is often called **vision**.

- Having good vision means that you have a good imagination and a good sense of how things might work out in the future.



