

Administrative Procedures -- Attitude is Everything

Summary

These activities address the importance of a positive attitude in life and on the job.

Time Frame

4 class periods of 60 minutes each

Group Size

Individual

Life Skills

Social & Civic Responsibility, Employability

Materials

A great reference is "How to Get and A in Attitude" article from Career World, January, 1998.

Intended Learning Outcomes

As a result of these activities, students should have a greater understanding of how attitude influences their effectiveness and the attitudes of people around them.

Instructional Procedures

Initially, students are given the worksheet for terms, to be used like a listening log. They are to fill in the column named "Your Definition" individually based on common knowledge, before class discussion. All of these terms are familiar, but often students have the varying definitions in mind. This is effective for assessing prior knowledge. Then as a class, we discuss the technical definitions of terms so they are familiar with them when they are explored in detail. One activity that the kids enjoy is making a T-Chart of characteristics of positive and negative people. I first have them think of the most positive, happy, energetic person they know, then list that person's characteristics. Then do the same for the most depressing, pessimistic person they can imagine. Using visualization brings this to life. They design the T-chart individually, share with a partner, then we make a class chart on the board. See attachments. Another fun activity when discussing positive self talk is to read "The Engine Who Could." They love to make connections with the book about how they talk to themselves and the outcomes.

Bibliography

Office Skills, The Finishing Touch, South-Western Educational Publishing. Barrett, Kimbrell, Odgers. ISBN 0-318-20550-0.

Authors

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