

PROJECT: Do's & Don'ts at the Workplace

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Project Description: In this project, you will demonstrate your understanding of soft skills by acting out one of six different scenarios that could occur in the workplace. Your skit should show your understanding of how to solve each issue by clearly displaying the most appropriate soft skills to use in that scenario. When you are not presenting your skit, you will actively participate by watching your peers and coming up with suggestions on what should have been done to remedy the situation. After each skit is presented, you and your classmates will have a chance to give feedback to the performers. Your teacher will split you up into groups and assign you one of the following scenarios for your skit.

Requirements: You can complete this project either as a video or a live, in-class performance. Regardless of what you and your group decide, make sure to keep your skit to a *maximum of 5 minutes*. You must write a dialogue, outlined below, and turn in a copy to your teacher when you perform your skit.

Scenarios:

SLEEPING ON THE JOB

- You were caught sleeping on the job by your manager, and they were not too happy that you were catching up on some zzz's instead of making sales. There are obviously some consequences that you'll face. How do you keep your cool? Do you apologize or just completely disregard what they said? What soft skills are applicable in this scenario and how do you implement them?

WORST FIRST IMPRESSION

- At your old job you could wear sweatpants and no one would say anything, but now everyone in the office seems to wear more professional clothing. On your first day, you've been getting the side-eye from coworkers all day long, and your boss asked to talk to you in private about proper work attire. What could you have worn instead? What will you say to your boss? What soft skills are applicable in this scenario and how do you implement them?

HELPING OUT A COWORKER IN NEED

- There's a new person in the office, and you're eager to introduce yourself. Your typical lunch buddy wants to go out to lunch like you two always do. What do you propose to your colleague? How should you approach your new colleague? What soft skills are applicable in this scenario? Someone new has just been hired at your workplace. You, being the team player that you are, decide to take the initiative to show them the ropes during their first week of work. How do you take that initiative? How do you decide what's worth showing and what's not? What soft skills are applicable in this scenario, and how do you implement them?

LATE TO EVERYTHING BUT LUNCH

- You've been late to work everyday, but somehow you manage to show up right around your lunch break. Your boss isn't too happy with your performance, especially this early on into your job. What can you do to remedy the situation? What should you have done in the first place? What soft skills are applicable in this scenario, and how do you implement them?

TEAMWORK MAKES THE TEAM WORK

- One of your superiors has yet to have a conversation with a new employee outside of team meetings, and that new employee has a list of questions they've been waiting to ask. Your superior has quite the busy schedule, and can come off as distant at times, but that's because they've always got something on their mind. You decide to help your new coworker set up a one-on-one meeting with your superior. How do you facilitate this conversation? Why is teamwork important, especially in a busy workplace? What soft skills are applicable in this scenario, and how do you implement them?

AND YOU GET A RAISE

- You were just surprised with a raise that you weren't expecting, and you're extremely happy. Unfortunately, your close coworker was vying for a raise for the past few months, but did not receive one. They heard about your news, and they've been a bit standoffish ever since. What should you do to remedy the situation? How can you rekindle your professional relationship? What soft skills are applicable in this scenario?

Part I: Create the dialogue

In order to effectively demonstrate your soft skills, your skit will need outstanding dialogue. Although soft skills can be demonstrated with body language, it is also important to pay close attention to your language in any given situation! Here are a few tips for writing your dialogue for the scenario you're given:

- Think of these scenarios as real-life situations, and write the dialogue like how you'd speak in these professional settings.
- *Don't* outright say which soft skill you're going to show before acting it out; rather, show it through both verbal and nonverbal communication with the rest of your group.
- Make sure everyone has a speaking role!

Brainstorm Boxes: List the soft skills you'd like to present, and detail how you'd show them in your skit	
1. <i>[insert skill here]</i>	
	<i>We will implement the above skill by...</i>
2.	
3.	
4.	
5.	

Dialogue Box: Write the dialogue for your skit here. You can write the entirety of your dialogue or just your lines.

Actor 1: Good morning...

Actor 2:

Part II: Practice with your group

After you have written your dialogue, you should practice your skit to make sure that you are also showing the correct non-verbal skills. Be sure to keep your skit to five minutes maximum. Things to keep in mind while practicing:

- Speak clearly and enunciate your words so your classmates can understand you
- Make sure to have your props and/or costumes with you every time you practice
- The skit is about using soft skills, so make sure the soft skills you and your group are presenting are apparent to your audience
- Try not to read from a script
- Mistakes happen, so practice with your group until you all feel comfortable with your final product

Part III: Show your skit in front of your class

Whether you've previously recorded a video for your presentation or you and your group are performing your skit in class, make sure to do the following:

- If you're playing a video, make sure the (a) link to the video is accessible at school, (b) you know how to operate the classroom technology to play the video, (c) the video will **not** glitch when it's played.
- If you're presenting a live skit in class, make sure you have all your necessary materials prior to presenting.
- When another group is presenting, be respectful, and make sure to write lots of notes! You'll use these notes to give feedback to groups after everyone in the class is done presenting.

Part IV: Give and receive constructive feedback

Using the notes you've taken during the different skits, be sure to give an ample amount of feedback to your classmates.

- What soft skills did they *clearly* showcase during their skit?
- Was anything *unclear* to you during their performance?
- Could they have done anything different to better feature a particular soft skill?
- Is there a soft skill (or two) that you thought would be potentially showcased in a certain scenario but was not?
- What were your overall impressions of each skit?

SLEEPING ON THE JOB:	WORST FIRST IMPRESSION:	HELPING OUT A COWORKER IN NEED:
LATE TO EVERYTHING BUT LUNCH:	TEAMWORK MAKES THE TEAM WORK:	AND YOU GET A RAISE:

Write down feedback you've received from other groups below