



4-H VOLUNTEER INFORMATION SERIES

Nebraska 4-H Youth Development

Club Activity Idea: Career Etiquette

Outcome Area: SET Healthy Lifestyles Life Skills Career Development

Curriculum Area: Leadership & Citizenship

Specific Project (s): *Entrepreneurship Investigation, ESI: The Case of ME (Unit 2)*

Description of Activity: Identify ways to act professionally in a job or career.

Age Level: 5th grade and older

Group Size: Any size

Time Involved: Preparation time: 10 minutes Activity time: 30 minutes

Materials Needed:

- Unit 2, *ESI: The Case of Me (Entrepreneurship Investigation)* pages 3. 1-3.6
- Paper
- Pencils

Activity:

Introduction

- Think about the opportunity you may have to play a specific role. Whatever that role might be, there are certain expectations that you need to meet regarding your actions, communication, and appearance. In any career it is important to be professional in how you act, what you say and how you dress.

Discussion

- Think about a career that you may be interested in and jot it down. What are some tasks that this career accomplishes? Do you work with people a lot, or more individually? Do you work indoors or outside? Is there a uniform that you would be required to wear? Depending on the career, your dress code will vary. It is important, however, no matter what your dress code, to present yourself in a positive way. You should be well groomed and take good care of your clothes.
- Something to consider when thinking about a dress code is: "What do you think your customers might expect?" Living up to customer expectations can give you credibility.

- Think about what a lawyer might wear or what a gardener's attire might be. Why do they choose to wear what they do? I am sure you would agree that these individuals would be dressed very differently. Dressing the part for your job is important and so is the enthusiasm that you have for the job. Think about different careers in which you have an interest. Jot them down. How does enthusiasm affect the customers; consider for example, someone who operates a day care or someone who repairs computers? You can make a list of careers that interest you and think about how you perceive an individual in that career should act. Some behaviors to consider would be wearing a smile, saying thank you, asking if they can help, etc. How does having a positive attitude toward the customer help a business? Friendly customer service can play a big key in whether customers continue to do business in a particular store. Customer service is part of your professionalism.

Discussion Questions

- What career(s) interest you?
- What do you need to be aware of concerning your actions in a job or career?
- How should you speak to others?
- What would professional dress look like in the career(s) that interest you?
- Credibility is the amount of confidence that your employer, co-workers and customers have for you. How would you gain credibility in the career(s) that interest you?

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Source: *Unit 2 EST: The Case of Me*, 2006. The Board of Regents of the University of Nebraska–Lincoln.

