

Module 3 v Activity 12 v TEAMWORK

Applying Human Relations On The Job

INSTRUCTIONS: In the following examples, check the action you think will be best.

1. Gerald has worked at Big Ten Manufacturing Company for two days. On the second day, some of the other workers go out to lunch together. They do not ask Gerald to join them. Gerald should:
 a. ask his boss what he is doing wrong.
 b. be mad and hurt that he was not invited.
 c. realize that after he has been there longer he will probably be included in the company.

2. It is Jennifer's first day on the job at Jensen Hat Factory. She is very anxious to make friends. She should:
 a. spend the first day "chatting" with her co-workers.
 b. find out all she can about each co-worker.
 c. relax and let friendships develop.

3. Juan is very good at writing accounting programs to be used with the company's new computer. Tom, on the other hand, is having trouble. Tom must have a program written by the end of the week. Juan should:
 a. not try to help him.
 b. do the program himself and let everyone know he did.
 c. work with Tom to see where he is having trouble.

4. Marsha works at Skateland. Lately, her friend Joan, who also works there, has been arriving late and leaving early. Marsha must "cover" for Joan when this happens. Marsha should:
 a. inform the manager of the problem.
 b. talk to Joan, explain her feelings, and tell her that if it continues, she will report it to the manager.
 c. keep "covering" for Joan.