



# Ontario Skills Passport (OSP) Website Activities for Learners

## Module 1: Work Habits

### Work Habits

Good work habits are important for success in the workplace and in our everyday lives. OSP work habits include working safely, teamwork and reliability just to name a few.

### Descriptions of Work Habits

1. Go to the OSP website at [www.ontario.ca/skillspassport](http://www.ontario.ca/skillspassport).
2. Go to the **Skills in the OSP** section and click on **Work Habits**.
3. View the descriptors for each work habit.
4. Fill in the chart below.

I am good at the following work habits:	I need to work on the following work habits:
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### Video Clips of Work Habits

1. Go to the **Essential Skills and Work Habits** section and click on **Videos of Essential Skills and Work Habits in Action**.
2. Now click on **Video Clips for Work Habits**.
3. View video clips for two (2) work habits.
4. Record your answer to the following question in the chart below:  
How do you demonstrate these work habits in your everyday life?










Video Clip #1 Work Habit Video: _____	Video Clip #2 Work Habit Video: _____
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**Work Habits in Everyday Life**

- ✓ The OSP includes a section on work habits, since it is important for everyone in the work force to have good work habits as well as the appropriate skills.
- ✓ Please note that there are no skill levels associated with the OSP Work Habits.

**When you ...**

	Read the labels on cleaning products before using them, you are using this work habit: <b>Working Safely.</b>
	Listen attentively to the ideas of others, you are using this work habit: <b>Teamwork.</b>
	Hand in assignments on time, you are using this work habit: <b>Reliability.</b>
	Get all the necessary materials together before starting a task, you are using this work habit: <b>Organization.</b>
	Complete tasks with little or no direction, you are using this work habit: <b>Working Independently.</b>
	Finish a task and look for other work to do, you are using this work habit: <b>Initiative.</b>
	Know your legal rights as an employee or employer, you are using this work habit: <b>Self-advocacy.</b>
	Try to be friendly with people, even if you're having a bad day, you are using this work habit: <b>Customer Service.</b>
	Think of new and better ways to complete a task, you are using this work habit: <b>Entrepreneurship.</b>

Go to the next page to search for more examples of how people use their work habits every day.



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[www.ontario.ca/skillspassport](http://www.ontario.ca/skillspassport)

**Search for Tasks**

1. Go to the **Search for Tasks** section and click on **In Work, Learning and Life**.
2. Choose two (2) work habits and search for sample tasks in work, learning and life.
3. Fill in the chart below.

Work Habit: _____  Sample Task in Work:   Sample Task in Learning:   Sample Task in Life:	Work Habit: _____  Sample Task in Work:   Sample Task in Learning:   Sample Task in Life:
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4. Now choose two (2) different work habits. List two (2) sample tasks that show how you use your work habits in everyday life.

Work Habit	Sample Tasks that show how I use this work habit in everyday life  <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>
Work Habit	Sample Tasks that show how I use this work habit in everyday life  <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>

Congratulations! You have completed Module 1 of the OSP Website Activity. Hand in your completed module so your teacher can add this to your certificate of completion.



[www.ontario.ca/skillspassport](http://www.ontario.ca/skillspassport)