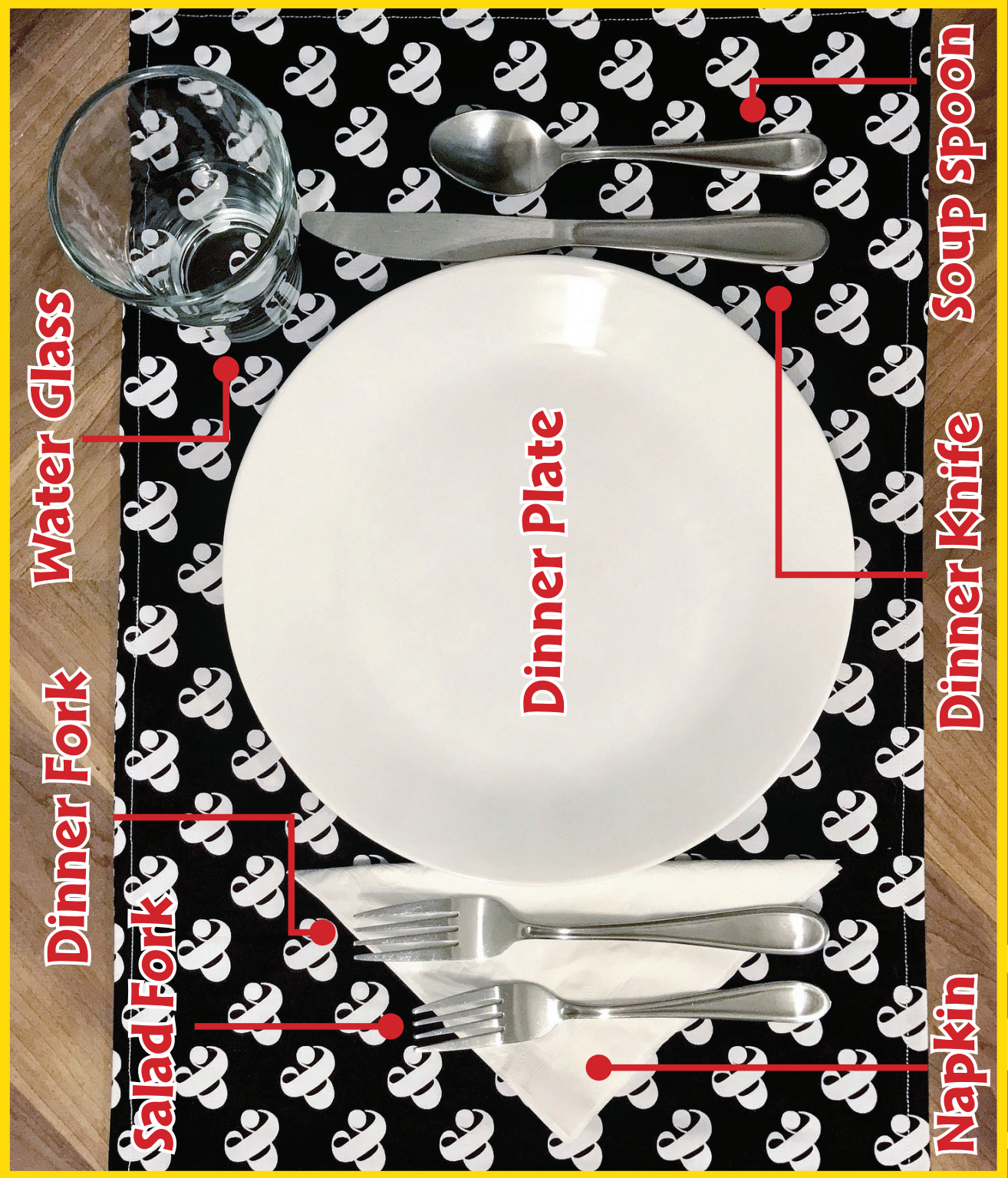


Dining with Manners



Water Glass

Dinner Fork

Salad Fork

Dinner Plate

Soup spoon

Dinner Knife

Napkin

Sample Work Schedule

WEEKLY WORK SCHEDULE

WEEK BEGINNING: _____ DEPARTMENT: _____

EMPLOYEE	MON	TUES	WED	THURS	FRI	SAT	SUN
Hannah - Employee 116 22.5 hours	9-430pm		9-430pm		ALL DAY vacation		9-430pm
Joseph - Employee 117 24 hours		2-10pm	ALL DAY vacation	2-10pm	2-10pm		
Lin - Employee 118 10 hours					ALL DAY vacation	12-5pm	12-5pm
Simone - Employee 119 21 hours	ALL DAY vacation	ALL DAY vacation	1-8pm	1-8pm		1-8pm	
Julia - Employee 116 16 hours	1-6pm		11-5pm			1-6pm	

Ways to Say "No"

Be polite
and
simply
decline

Suggest an
alternative
activity

Remind
someone why
you disagree/
can't go
(i.e. allergies)

Make an
excuse to
leave
activity

Be
assertive in
your choice
to say no

Code of Conduct at Work



COMPANY POLICY

- ✓ **All employees must wear a uniform that reflects the professional image of the company.**

- ✓ **Employees can eat their meals in the breakroom or they may leave the premises to take lunch on an offsite location.**

- ✓ **Employees should arrive 15 minutes prior to their shift starting.**

- ✓ **Employees must clock in by the start of their assigned shift. Employees must clock out at the end of their assigned shift.**

Signed and dated by management July 31st.



Accountability Pledge



I, _____, promise to try my best
(first and last name)
 to meet my goal of _____
(short description of your main goal)



I will do this by _____.
(date)

I will accomplish this by using these strategies:

1. _____
2. _____
3. _____



If this doesn't work, I will try _____
(short description of your secondary goal)
 _____ instead.

Signed:

_____ Date: _____

Witnessed By:

_____ Date: _____

