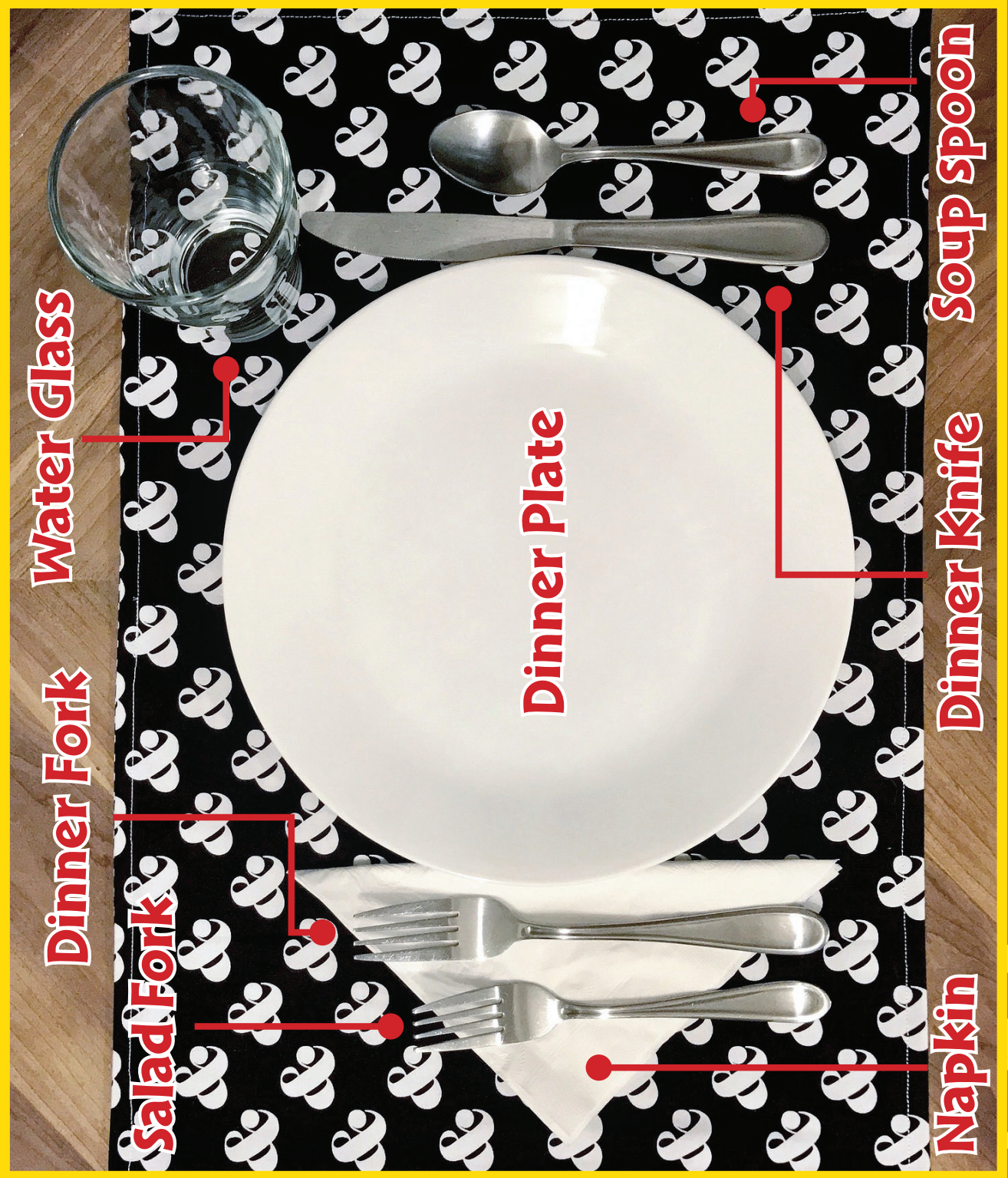


Dining with Manners



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 120 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

Splitting a Check



PIZZA CENTRAL

PATRICK STREET
TORONTO
M5C 2V8
123-456-7890

Date: 15/06

Time: 10:40

Server: Alannah

Table: 13

DRINKS

3 x SOFT DRINK \$2.75

1 x WATER no charge

MAIN

1 x sm. pineapple pizza \$5.99

2 x med. cheese pizza \$8.99

SUBTOTAL: (7 items) \$32.22

TIP \$ 6.50

TOTAL including tax: \$43.23

Total split 4 ways \$10.80

Thank you, please call again

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: _____