

# Dining with Manners



**Water Glass**



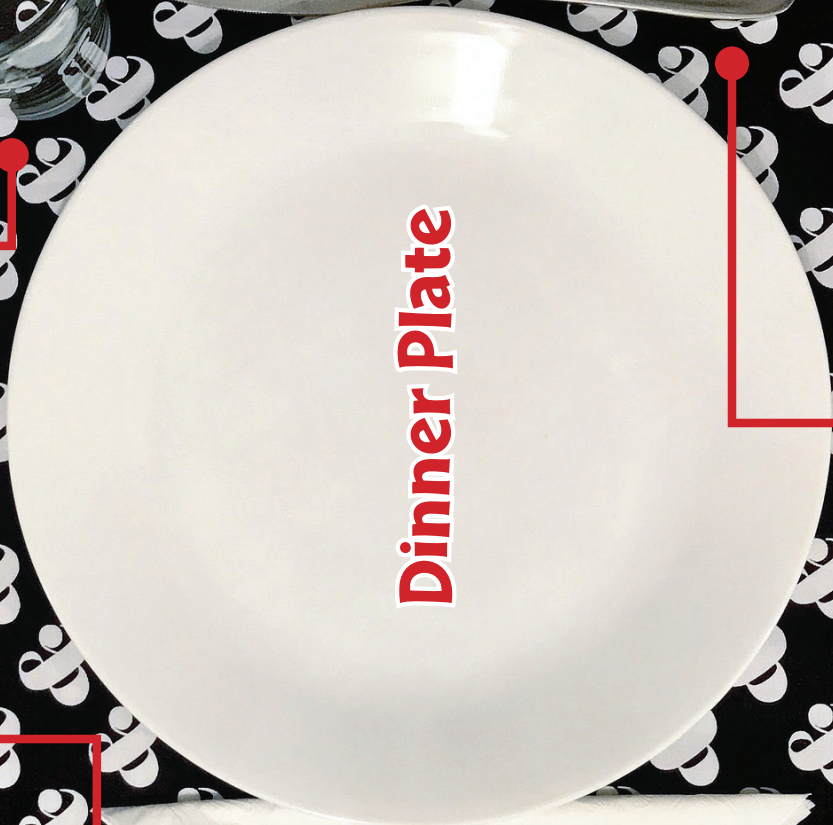
**Dinner Fork**



**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
<b>Hannah</b> - Employee 116 22.5 hours	9-4:30pm		9-4:30pm		ALL DAY vacation		9-4:30pm
<b>Joseph</b> - Employee 117 24 hours		2-10pm	ALL DAY vacation	2-10pm	2-10pm		
<b>Lin</b> - Employee 118 10 hours					ALL DAY vacation	12-5pm	12-5pm
<b>Simone</b> - Employee 119 21 hours	ALL DAY vacation	ALL DAY vacation	1-8pm	1-8pm		1-8pm	
<b>Julia</b> - 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  
NEW JERSEY  
56386  
123-456-7890

Date: 06/15  
Server: Alannah

Time: 10:40  
Table: 13

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### 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

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SUBTOTAL: (7 items) \$32.22

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TIP \$ 6.50

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TOTAL including tax: \$43.23

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Total split 4 ways \$10.80

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Thank you, please call again



# Code of Conduct at Work



## COMPANY POLICY

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

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

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

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

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**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.

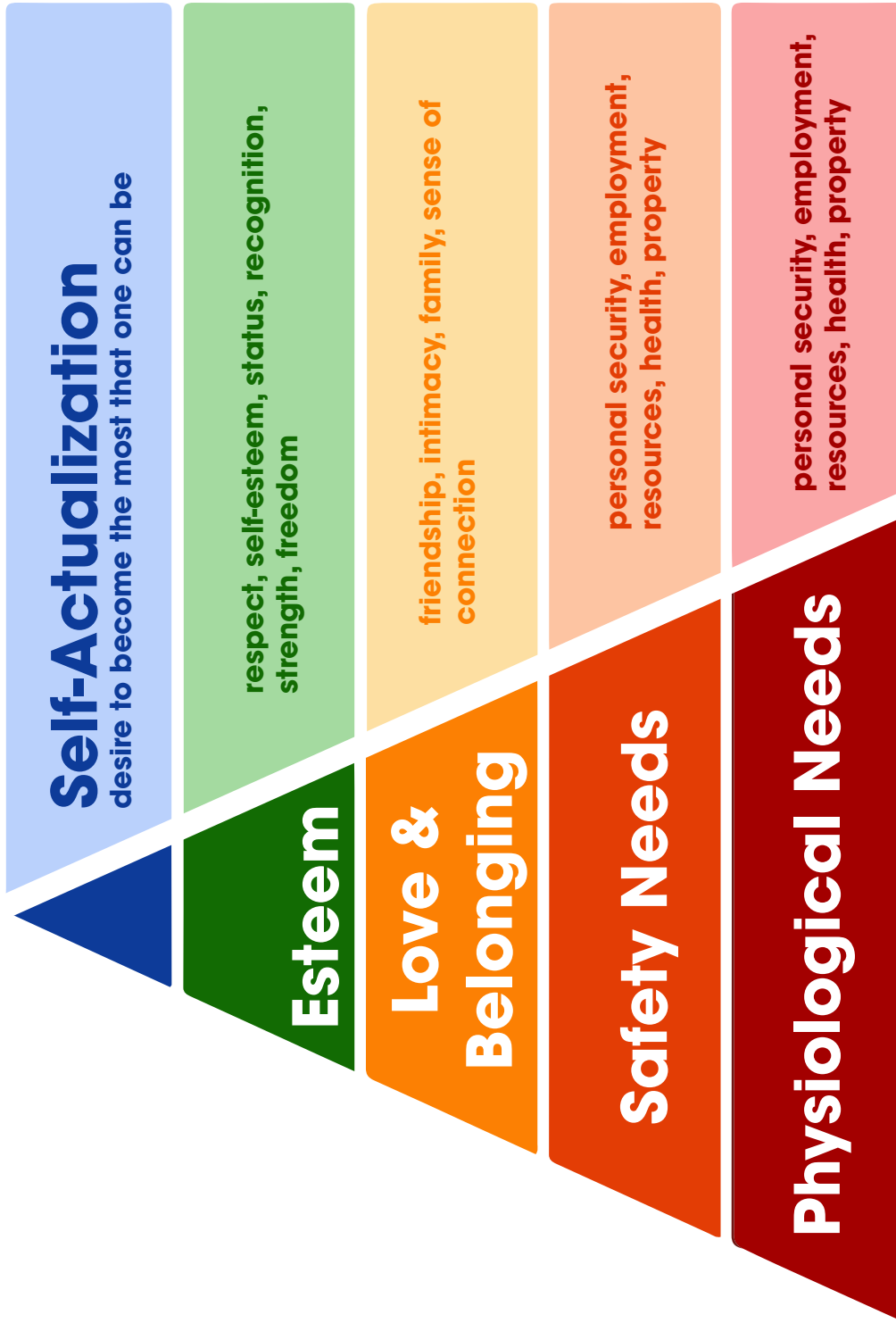
Signed:

\_\_\_\_\_ Date: \_\_\_\_\_

Witnessed By:

\_\_\_\_\_ Date: \_\_\_\_\_

# Hierarchy of Needs



# Relationship Success



Truth is, no two people are completely compatible.... We must be **WILLING TO COMPROMISE** for the good of the relationship.

You should not be the one doing all the bending. **COMPROMISE** is a **TWO-WAY STREET**.

**NO RELATIONSHIP IS PERFECT, EVER.** There are always some ways you have to bend, to compromise, to give something up in order to gain something greater.

Every successful relationship must have the **3 C's:...** **COMMUNICATION, COMPROMISE** and **COMMITMENT.**

In marriage, **COMPROMISE NURTURES** the relationship.

**COMPROMISING** doesn't mean that you are wrong and someone is right, it only means that you value your **RELATIONSHIP** much more than your **EGO.**



# What is Consent?

## WHAT IS CONSENT?

Consent is more than **YES** or **NO**

### Informed

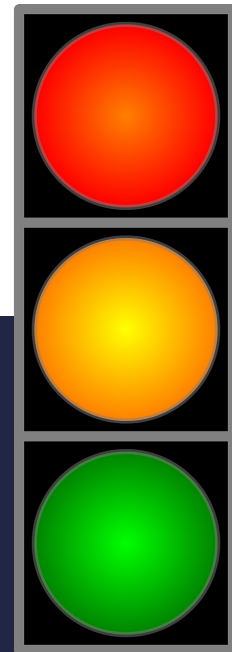
Does each person know what the risks are?  
Do both know what will happen?  
Know what specific activities will happen.

### Enthusiastic

They aren't pressured.  
Volunteer consent.

### Ongoing

Check in throughout activities.  
Ask for consent as things change.



# Steps to CPR

1

CALL EMERGENCY NUMBER



Call 911 or ask someone to help.

2

CHECK VITAL SIGNS



Lay the person on their back and open their airways.

3

CHECK BREATHING



If they are not breathing, start CPR.

4

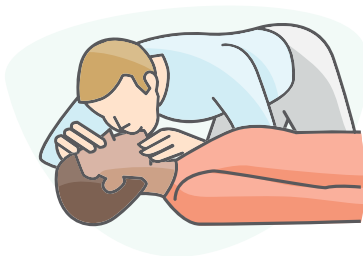
PERFORM CPR



30 chest compressions.

5

GIVE RESCUE BREATHS



Two rescue breaths.

6

REPEAT



Repeat until an ambulance arrives.

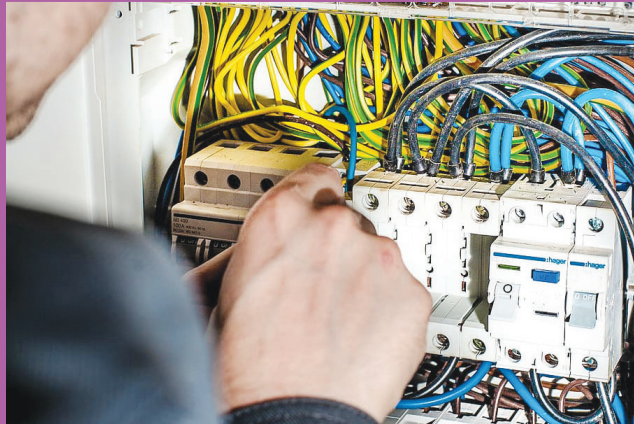
# What Will You Make?



**Truck Driver \$56,000 - \$68,000**



**Doctor \$192,000 - \$663,000**



**Electrician \$41,000 - \$72,000**



**Veterinarian \$73,000 - \$122,000**



**Firefighter \$24,000 - \$69,000**



**Yoga Teacher \$48,000 - \$66,000**



# Symptoms of Stress

The following are symptoms of stress when experienced chronically.



**Headaches**



**Little Energy**



**Upset Stomach**



**Aches, pains, tense muscles**



**Quick Heart Rate**



**Trouble Sleeping**



**Getting Sick Often**

# What Will it Cost?

Interest rate / 12 months = monthly interest added to the price.

## Video Game Console - \$379.99 at 29.99% interest

Start price	1 Month	2 Months	3 Months
379.99	+ 9.50 = \$389.49	389.49 + 9.73 = \$399.22	399.22 + 9.98 = \$409.20

## Designer Purse - \$429.99 at 19.99% interest

Start price	1 Month	2 Months	3 Months
429.99	+ 7.16 = \$437.15	437.15 + 7.28 = \$444.43	444.43 + 7.40 = \$451.83

## Smartphone - \$769.99 at 19.99% interest

Start price	1 Month	2 Months	3 Months
769.99	+ 12.83 = \$782.82	782.82 + 13.04 = \$795.86	795.86 + 13.26 = \$809.12

## Sofa/Couch - \$1,299.99 at 25% interest

Start price	1 Month	2 Months	3 Months
1,299.99	+ 27.08 = \$1,327.07	1,327.07 + 27.65 = \$1,354.72	1,354.72 + 28.22 = \$1,382.94

## Car - \$22,500 at 4.74% interest

Start price	1 Month	2 Months	3 Months
22,500	+ 88.88 = \$22,588.88	22,588.88 + 89.23 = \$22,678.11	22,678.11 + 89.58 = \$22,767.69




## House Mortgage - \$253,000 at 2.19% interest

Start price	1 Month	2 Months	3 Months
253,000	+ 461.73 = \$253,461.73	253,461.73 + 462.57 = \$253,924.30	253,924.30 + 463.41 = \$254,387.71



# Money Across the Globe



Country	Currency Abbreviation	Currency Symbol
US dollar 	USD	\$
Canadian Dollar 	CAD	\$ C\$
United Kingdom 	GBP	£
European Union 	EUR	€
Japanese Yen 	JPY	¥
Indian Rupee 	INR	₹
Australia 	AUD	A\$ AU\$
Mexican Peso 	MXN	Mex\$
Chinese Yuan 	CNY	¥

# What's in a Score?



**Excellent**

**800-850**

**Very Good**

**750-799**

**Good**

**700-749**

You will get the lowest interest rate and best terms.

You are eligible for most loans with good rates.

**Fair**

**650-699**

**Poor**

**600-649**

**Very Bad**

**300-599**

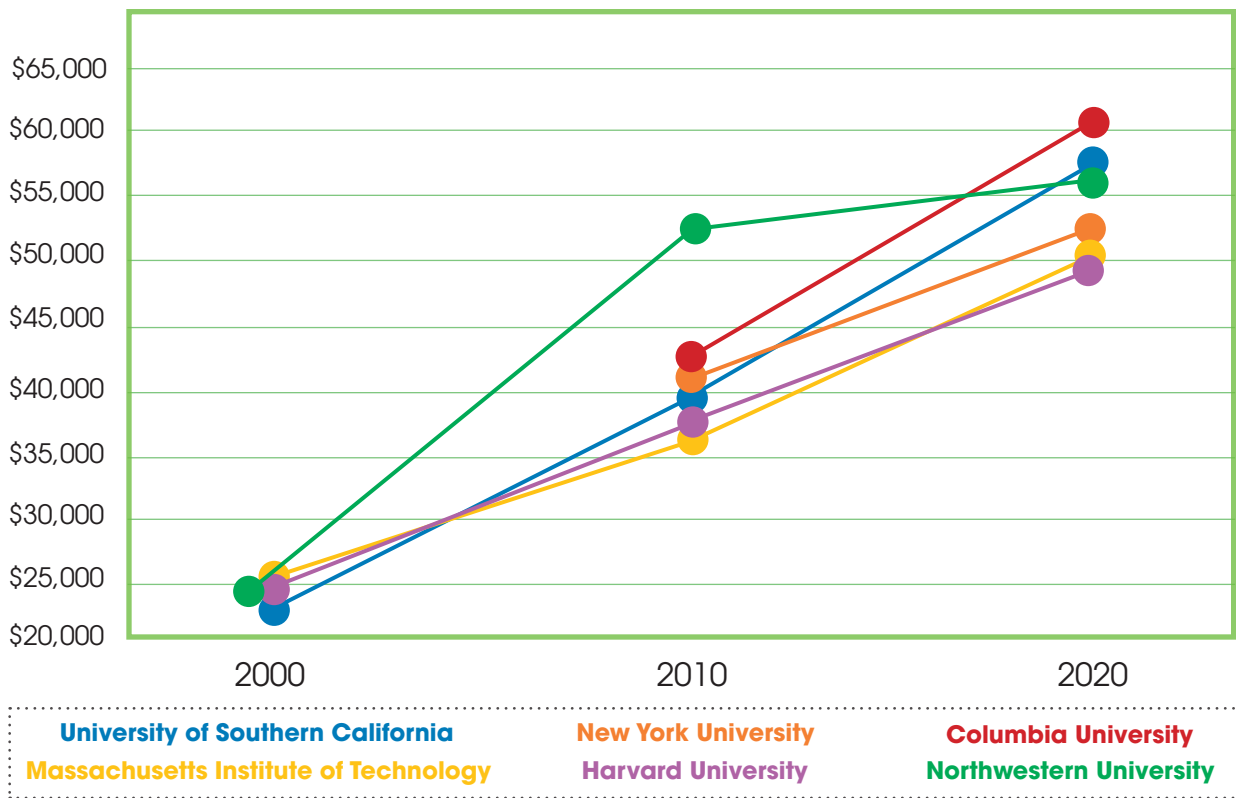
You are eligible for most loans with good rates.

Only secured loans are given for people in this range.

# Cost of an Education



UNIVERSITY	PRICE IN 2000	PRICE IN 2010	PRICE IN 2020
University of Southern California	\$22,636	\$39,183	\$58,195
New York University	N/A	\$40,082	\$53,308
Columbia University	N/A	\$43,304	\$61,788
Northwestern University	\$23,476	\$52,463	\$56,232
Harvard University	\$22,694	\$33,696	\$49,653
Massachusetts Institute of Technology	\$25,477	\$37,782	\$51,520



# Sales Receipt



## **P&G Grocery**

1432 Simpson Avenue  
123-456-7890

### SALE

#### **TAXABLE ITEMS**

licorice	\$3.99
cola	\$1.99
bottled water	\$1.00
dog food	\$19.99

#### **NON-TAXED ITEMS**

apples	\$2.50
milk	\$1.99
ground beef	\$3.64
potatoes	\$2.50
onions	\$1.00

**SUBTOTAL** **\$38.60**

**TAXES** **\$1.61**

**TOTAL** **\$40.21**

Payment:  
AUTH# 6788 APPR CODE: 5464654  
APPROVED

Customer Copy

# Car Loan Agreement

## CAR SALES CONTRACT

This is a purchase and sale agreement entered into between:

**Name:** \_\_\_\_\_ (The Seller)

**Name:** \_\_\_\_\_ (The Buyer)

### Description of Vehicle:

Make: \_\_\_\_\_ Model: \_\_\_\_\_

Year: \_\_\_\_\_ Color: \_\_\_\_\_

VIN: \_\_\_\_\_ Style: \_\_\_\_\_

Odometer Reading: \_\_\_\_\_

### Purchase Price:

Seller acknowledges receipt of \$\_\_\_\_\_ as the down payment for the vehicle, full payment from the buyer and transfer to take place within \_\_\_\_\_ days.

Seller allows the buyer \_\_\_\_\_ days to have the vehicle inspected by a mechanic and agrees to cancel the sale if the inspection is unsatisfactory to the buyer.

Date signed: \_\_\_\_\_

Seller: \_\_\_\_\_

Buyer: \_\_\_\_\_