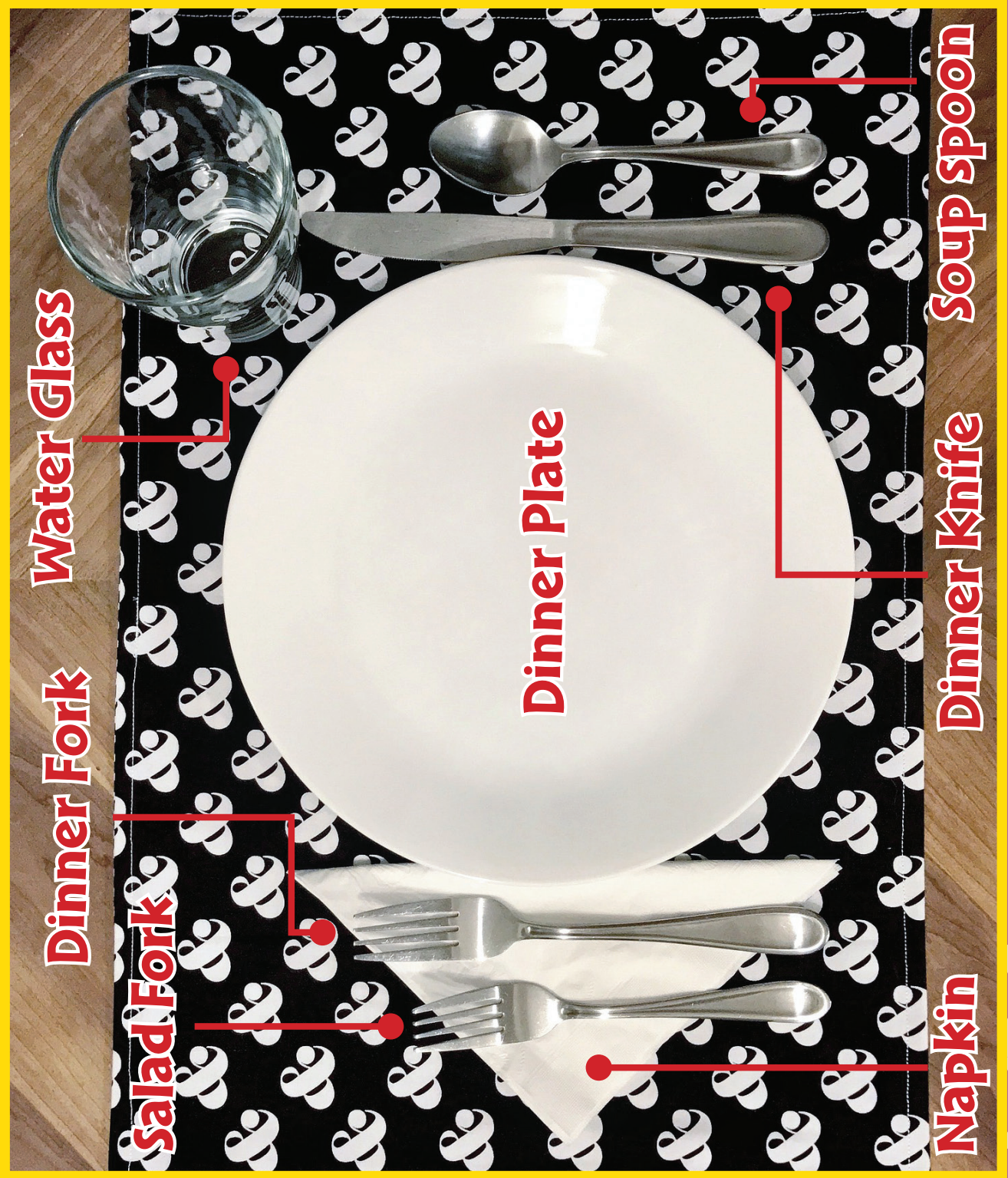


Dining with Manners



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. _____

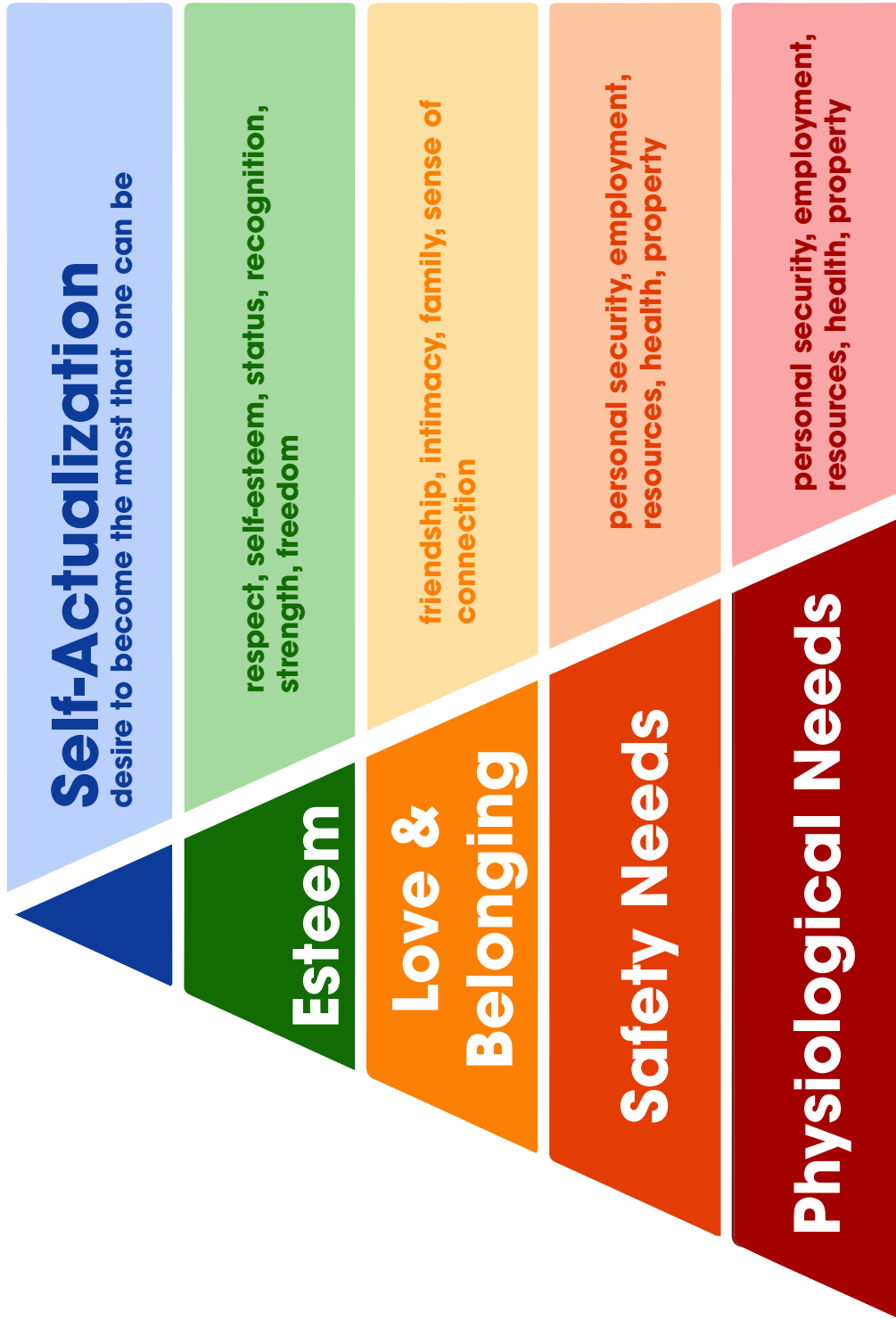
If this doesn't work, I will try _____
(short description of your secondary goal)
 _____ instead.

Signed: _____ Date: _____

Witnessed By: _____ Date: _____



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

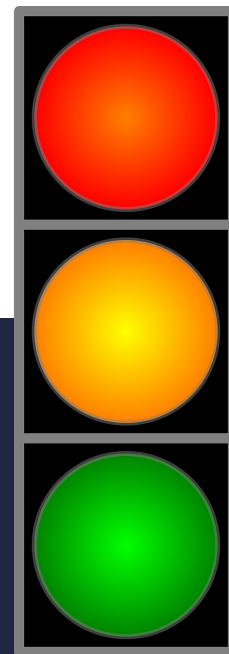
Does each person know what the risks are?
Do both know what will happen?
Know what specific activities will happen.

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

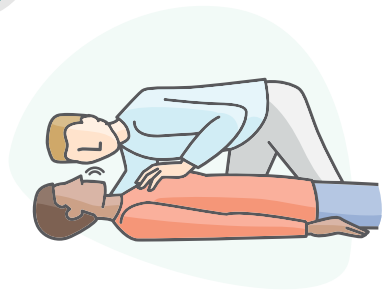
CHECK VITAL SIGNS



Lay the person on their back and open their airways.

3

CHECK BREATHING



If they are not breathing, start CPR.

4

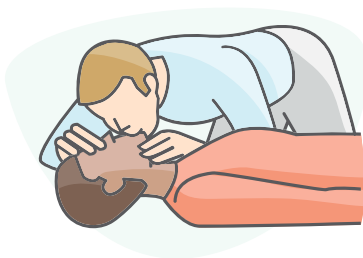
PERFORM CPR



30 chest compressions.

5

GIVE RESCUE BREATHS



Two rescue breaths.

6

REPEAT



Repeat until an ambulance arrives.

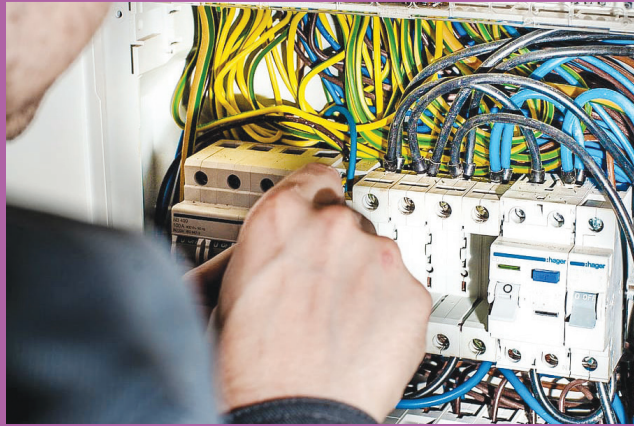
What Will You Make?



Truck Driver \$34,000 - \$84,000



Doctor \$278,000 - \$769,000



Electrician \$47,000 - \$84,000



Veterinarian \$27,000 - \$122,000



Firefighter \$33,000 - \$99,000



Yoga Teacher \$28,000 - \$84,000

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
Canadian dollar 	CAD	\$ C\$
US Dollar 	USD	\$
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

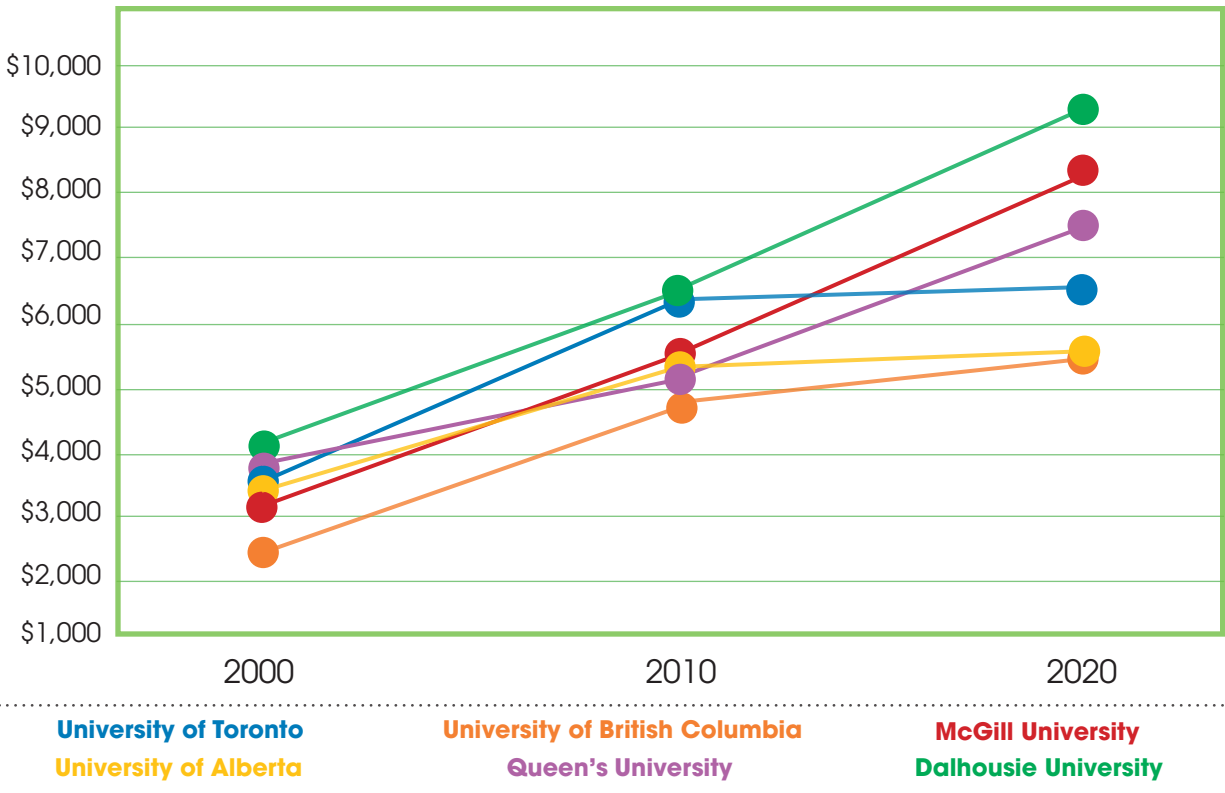
You are eligible for most loans with good rates.

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 Toronto	\$3,835	\$6,351	\$6,590
University of British Columbia	\$2,295	\$4,700	\$5,506
McGill University	\$3,168	\$5,667	\$8,186
University of Alberta	\$3,551	\$5,318	\$5,690
Queen's University	\$3,951	\$5,155	\$7,302
Dalhousie University	\$4,050	\$6,381	\$9,365



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 **\$3.24**

TOTAL **\$41.84**

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: _____ Colour: _____

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: _____