

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.
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:

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:

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 ...

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

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 Title: 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 #1: Sample Tasks that show how I use this work habit in everyday life • •
Work Habit #2: Sample Tasks that show how I use this work habit in everyday life • •