

**Moonshadow Productions ©2007, ©2008 © 2009**  
**“HOW TO KEEP THAT JOB”**  
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**DECEMBER, 2009**

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- Target Audience:** High School Students ages 13-18; College Students 18-25
- Duration:** 1 Class Periods
- Goal:** To prepare students to be successful in the workplace.
- Objectives:** By the end of this session, students will be able to:
- \*Understand how employers evaluate the personal traits and work habits’ of employees
  - \*Describe why it’s important to stay focused on producing value
  - \*Cite the relationship of attitude to keeping a job
  - \*Cite the qualities needed to keep a job
  - \*Gain a greater understanding of the importance of seeing the tasks before them thru the eyes of their potential employers
- Setting:** Classroom
- Materials:** Television with DVD player  
Whiteboard and marker pens  
Copy of DVD titled “How To Keep That Job” by Moonshadow Productions

Class Session Three: 50 Minutes

1. Teacher reads introduction to Part Three to class: 3 Minutes
2. Students watch “How To Keep that Job” 22:14
3. 25 Minutes Students complete the evaluation in class and discuss their answers with the teacher

## **“ How To Keep That Job”**

**Welcome and Introduction:** 3 Minutes: The purpose of the “How to Keep That Job” DVD is to provide information regarding the importance of maintaining a professional attitude towards a job when you get one or if you already have one. I want you to take out a piece of blank paper and write your answers to the following four questions before you watch this video.

1. Question: Who thinks about keeping a job once you have one?
2. Question: Why do people get fired or laid off?
3. Question: What are the most important qualities that employers look for in their employees when deciding whether or not lay someone off?
4. Question: Do you feel people take their employment for granted?

“Write your answers down and let’s watch the movie.”

**Insert Video into DVD Player and Select: “How to Keep that Job”**  
**Play movie: 22 Minutes:**

**Student Review with teacher: 25 Minutes:**

**Distribute the evaluation forms to Students-have students complete the forms.**

Teacher Narrative: Now let’s review the evaluations:

- 1) Who gave it a good score on question 1-*Music & Graphics* Who gave it a not so good score on Question 1?
- 2) Who gave it a good score on question 2-*Overall value of the information presented?* Who gave it a not so good score on Question 2?
- 3) Who gave it a good score on question 3? *This presentation improves my understanding of the importance of keeping my focus on my employer’s needs.*  
Who gave it a not so good score on Question 3?
- 4) Who gave it a good score on question 4? This presentation communicated that marginal employees are the first to be considered for layoff or termination. Who gave it a not so good score on Question 4?

5) Who gave it a good score on question 5? *This presentation helped me understand that employers retain employees who continually make a contribution to the company.* Who gave it a not so good score on Question 5?

6) Who gave it a good score on question 6? *This presentation helped me understand that successful employees generally exhibit a positive attitude, dependability, honesty, creativity, pride and efficiency.*

Who gave it a not so good score on Question 6?

7) Who gave it a good score on question 7? *This video helps me understand that respecting company policy will build morale.*

Who gave it a not so good score on Question 7?

8) Who gave it a good score on question 8? *This video helps me realize that dependability will make you valuable to co-workers and your employer.*

Who gave it a not so good score on Question 8?

9) What did you like most about the DVD?

### **Discussion:**

Now take out the answers you wrote down at the beginning of the session. Who wants to share? What did you write down and have your answers changed since watching the video? How did they change? Who thinks that parents could benefit from watching this video?

**“How To Keep That Job” Your Opinion Counts! Photocopy this evaluation and distribute to students.**

The purpose of the “How to Keep That Job” DVD is to provide information regarding the importance of maintaining a professional attitude towards the tasks you confront and manner by which you perform your duties on the job. After reviewing this DVD, please let us know what really worked, and what needs to be improved by answering the following questions using a scale of 1 to 5, with **1 being BAD** and **5 being GREAT, or 1 being Disagree and 5 being Strongly Agree—depending on the question.** Please circle the number that best reflects your opinion.

- 1 2 3 4 5      Music, Graphics, Photos & Animations
- 1 2 3 4 5      Over all value of information provided
- 1 2 3 4 5      This presentation improves my understanding of the importance of keeping my focus on my employer’s needs.
- 1 2 3 4 5      This presentation communicated that marginal employees are the first to be considered for layoff or termination.
- 1 2 3 4 5      This presentation helped me understand that employers retain employees who continually make a contribution to the company.
- 1 2 3 4 5      This presentation helped me understand that successful employees generally exhibit a positive attitude, dependability, honesty, creativity, pride and efficiency.
- 1 2 3 4 5      This video helps me understand that respecting company policy will build morale.
- 1 2 3 4 5      This video helps me realize that dependability will make you valuable to co-workers and your employer.

What did you like most about the DVD? \_\_\_\_\_  
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