

***EMPLOYMENT INSTITUTE***

***WORK ETHICS BADGE***

Learning Outcome

Individuals involved in the Work Ethics Badge program will learn the necessary skills and competencies that correlate with excellent work ethic and job performance. The program will expose individuals to the expectations they will regularly face as employees in the work force. By learning these skills and competencies, the individuals will not only walk away with tangible and transferable work ethic experience, but they also will develop confidence in their professional capabilities.

Competency/Badge Type

The Work Ethics Badge program will recognize three critical competencies: knowledge, skill and disposition.

Learning Process

The learning process for the Work Ethics Badge program will take place over a minimum period of 90 work days. Participants in the Work Ethics Badge program will be required to undergo an orientation process where they will be exposed to the program expectations and requirements. Regardless of their individual job placement, participants will be required to undergo training tailored to the ten work ethics principles defined by the program.

Individuals that intend to pursue additional training opportunities through the Employment Institute, such as the HAZWOPER certification, to complement the Work Ethics Badge program may be subjected to an extended program timeframe.

Throughout the program, individuals will be trained and mentored through a professional development program aimed at increasing the participant’s employment competencies. They will undergo bi-weekly evaluations with their supervisors to monitor their progress and identify areas of improvement.

The participant will earn a mini badge for each principle. Ten critical principles have been identified for work ethic as part of the learning process. The ten principles are listed below.

1. Positive Attitude 6. Teamwork
2. Honesty and Integrity 7. Punctuality
3. Adaptability 8. Attendance
4. Motivation to Grow and Learn 9. Ability to Follow Directions
5. Professionalism 10.Communication

Once the participant earns the ten mini badges they will be awarded the overall electronic badge for Work Ethic!

Assessment Process

As previously mentioned each participant must earn a total of ten mini badges by demonstrating specific work ethic and professional competencies throughout the duration of the program. Each mini badge will have a checklist of requirements that must be demonstrated and documented over the course of the program. The program supervisors will be responsible for documenting the participant’s progress on each mini badge throughout the course of the program. The supervisors will be also responsible for highlighting specific accomplishments and identifying areas of concern that need to be addressed based on the individuals performance in the work environment.

Throughout the course of the Work Ethics Badge program, the participants will be monitored and evaluated by their supervisors. Each participant will be required to meet with their supervisors on a bi-weekly basis in order to monitor their progress, identify any areas for improvement and to receive individual support and guidance. During these meetings, program participants will be required to complete a self-check list, which will allow them to assess their individual progress and help them become more self-aware of their work ethic strengths and weaknesses.

Demonstration

Participants of the Work Ethics Badge program will be able to demonstrate their work ethic competencies by achieving each mini-badge requirement. By doing so, the program participants will be able to walk away from the program with a unique portfolio of specific professional experiences that can be shown to employers.

At the end of the program, each participant will be asked to give a short presentation about his or her experience in the Work Ethics Badge program. This presentation will be combined with video evidence of their performance in the program to be packaged as an electronic resume builder to be shown to future employees. The goal is to capture and physically document the participants demonstrating their work ethic capabilities. Upon completion of the Work Ethics Program, individuals will receive a certificate of program completion accredited by Auberle that can be presented to employers when they are interviewing for job opportunities.

Milestones/Connections

The Work Ethics Badge program is a stepping-stone for developing the professional competencies of the participants. The goal is to give participants a professional foundation that will help them secure employment in the work force.

Criteria

In order to receive the Work Ethic Badge, participants must earn a total of ten mini-work ethics badges by demonstrating specific competencies throughout the course of the program. Each mini-badge reflects a key work ethic attribute that employers are looking for when they hire new staff. These mini-work ethics badges include:

1. ***Positive Attitude****:* Program participants must demonstrate a positive attitude about their jobs. This will require individuals to have a good attitude and to express initiative in performing the job at hand. Additionally, program participants will be required to participate daily in the Sanctuary community meetings to communicate their attitudes with their supervisors and team members. Program supervisors will document this attribute on a daily basis.
2. ***Honesty and Integrity****:* Program participants must express loyalty and integrity while completing their jobs. This will require participants to develop trust with their supervisors and team members. Program supervisors will document behavioral based examples that reflect the participant’s ability to do the right thing at the right time while on the job, and their ability to develop trust.
3. ***Adaptability****:* Program participants will be required to remain adaptable to the changes and challenges that will emerge in the workplace. This will require them to remain flexible and adjust to their individual jobs and responsibilities. Program supervisors will document this attribute on a daily basis.
4. ***Motivation to Grow and Learn****:* Program participants will be required to show initiative in improving themselves over the course the program. They will be required to attend specific trainings through Auberle that are related to their role in the Employment Institute. Supervisors will document the participants completed trainings and certifications throughout of the course of the program.
5. ***Professionalism****:* Program participants will be expected to be professional at all times. This will require them to wear the appropriate attire and demonstrate professional language, actions and behaviors on a daily basis. Program supervisors will document this attribute on a daily basis.
6. ***Teamwork****:* Program participants will be expected to demonstrate teamwork and cooperation with their supervisors and co-workers. Additionally, program participants will be required to participate daily in the Sanctuary community meetings to communicate with their supervisors and team members Program supervisors will document this attribute on a daily basis.
7. ***Punctuality****:* Program participants will be expected to show up to work on time based on their individual schedules. This will require participants to show up on time on a consistent basis. The participant cannot be late any more than three times during the evaluation period. If the participant is late they must arrive within ten minutes of their scheduled start time and must contact their supervisor informing them of the reason of why they will be late. The above will be electronically documented on the individual’s electronic time card. The supervisor will have the ability to be able to enter comments / notes of why the individual was late on the electronic time card. The above is administered through the payroll system utilized by the agency.
8. ***Attendance****:* Program participants are expected to follow Auberle’s protocols for calling off of work or rescheduling shifts. Each participant will be allotted three call offs during the evaluation period which is a minimum of 90 days. Special considerations will be made for emergency considerations. Participants will be expected to clearly communicate with their supervisors. The above will be tracked via the electronic payroll system that is utilized by the agency.
9. ***Ability to Follow Directions****:* Program participants will be expected to take direction from their supervisors and team leaders. This will be measured based on the completion of their assignments during the workday. Program supervisors will document this attribute on a daily basis.
10. ***Communication****:* Program participants will be expected to communicate appropriately while working toward the Work Ethics Badge. This includes using appropriate tone of voice, language and non-verbal communication. Participants will also be held responsible for upholding Auberle’s social media policy. Additionally; texting and cell phone use while at work will not be tolerated. Program supervisors will document this attribute on a daily basis.

Outcomes

The Work Ethics Badge gives the recipient that earned the badge transferable and tangible skills that can be used as tool for achieving employment opportunities. The Work Ethics Badge will benefit the recipient of the badge because the individual will have the documentation and substantiate their work ethic and professional competencies. The Work Ethics Badge will serve as an electronic resume that recipients can share with potential employers, educational facilities and for other opportunities where work ethic skills are necessary.

For Consumers

Employers value work ethic in seeking out new candidates for employment. The Work Ethics Badge is a valuable tool for future employers because it gives them evidence-based documentation of the work ethic competencies and professional skills of their potential new hires.

Identity

The Work Ethics Badge demonstrates that the recipient is a well-rounded individual and is competent in all ten work ethic competencies. This will increase their marketability in the workforce and will support their chances of gaining employment upon completion of the program.

Program Validation

Auberle will work with its partner employers to validate the success and authenticity of the Work Ethics Badge program. Auberle will follow up with employers who hire graduates of the Work Ethics Badge program on a quarterly-basis to evaluate the work ethic and overall professionalism of the participant. The evaluation results will be utilized to improve the structure of the Work Ethics Badge program to ensure that the participants who complete the program live up to the work ethics competencies.