

EMPLOYEES' ROLE IN BUSINESS

Objective:

This session will provide information and guidance to the new or first time employee on their employer's expectations and on their own pay and benefits. What's expected of me and what do I receive in return? (4 hours)

I I've Been Hired – What Does That Mean

- A. Contract (formal or informal) between you and employer
- B. Requires obligations on both parts
- C. Part-time versus full-time
- D. Hourly versus salaried

II Employees Role

- A. Baseline work
 - 1. Communication is the key
 - 2. Show up on time
 - 3. Dress appropriately
 - 4. Follow directions
 - 5. Work safely
 - 6. Respect
- B. How to Get Ahead
- C.
 - 1. Future goals – where do you want to go/entry – forward
 - 2. Hard work
 - 3. Education
 - 4. Talent
 - 5. Right place right time
 - 6. Attitude

III Employers Role

- A. Wages
- B. Social Security/Medicare
- C. W2

IV Examples of benefits, what they are, why they are important:

- A. Leave – Sick/Annual/Personal
- B. Hospitalization
 - 1. Employee/family/employee-child/employee-spouse. etc.
 - 2. HMO; more traditional

- C. Education
- D. Retirement
 - 1. Company retirement plan
 - 2. Supplemental retirement – thru company or self
- E. Life Insurance
- F. Disability

Note: not all may be offered, but consider value when selecting job

V Pay Check

- A. Sample check – what happened to my salary
 - 1. Social Security/Medicare
 - 2. Taxes
 - 3. Other deductions (retirement, hospitalization, life insurance. etc.)

VI Review

- A. Questions and Answers
- B. Written Test