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**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employability Skills Area: Team Work and Work Habits**

# **Assignment Name: Work Habits Profile**

Read the following profile about Andrea Peters and answer the questions at the end of the page with at least 3-5 complete sentences

**PROFILE: ANDREA PETERS**

Andrea Peters has been hired as an administrative assistant for a large government project. The only specialized knowledge she has is of several common software programs.

Within weeks, everyone on the project, including the director, knows who she is. Her area of responsibility keeps growing. This is summed up in a funny way when someone puts a sign over her work area. It says, “Andrea Peters, President.” Andrea’s an actress, doing this job to pay the rent. She has a university degree in French and music, and a three-year musical theatre diploma from Sheridan College. “It’s a tough job,” she says, ”but I like the atmosphere and the flexibility. I can take time off for auditions and performances.”

The job involves the usual administrative duties: word processing, photocopying and faxing, taking minutes at meetings, scheduling events, meetings and teleconferences, and general troubleshooting of all kinds. Andrea has to draw on her strong organizational skills to keep the details together. But it’s her interpersonal skills that really shine, and this is where her training in drama becomes useful. “I don’t have a problem talking to people, or with public speaking. I’m confident, that comes from acting and going to auditions. I’m not afraid of new situations. I’m a social person to begin with, but my drama training gives me an awareness of character and personality types.”

The company picnic is an example of how Andrea’s responsibilities have grown. Andrea had to plan a full afternoon of activities for 200 hundred people on the last day of the Indian summer. Her employees wanted the picnic to be a “team building” event. I tried to keep the atmosphere as light as possible. I organized entertaining games that would get people involved. I brought my own personality and sense of humor to get the job, and that’s what made it work. The picnic was a huge success.” Andrea auditions whenever she can, but she has also discovered a new interest in the business world. “I like dealing with people and organizing things. I could be interested in an administrative or management career. I haven’t changed my direction, I’m still going for acting, but I’m considering a career shift.

Why is Andrea so valued in her job?

What qualities have enabled her to make such a positive impact so quickly?

What skills did Andrea bring to her new work?