

Project Enterprise Workshop

RULES:

- Dress for Success! Wear clothing as if you're ready to go to work. For example, wear ***NEAT, CLEAN, and PROFESSIONAL*** clothing.
- ***No*** Short shorts, short skirts, Clothes with holes, tears, and patches, hats, halter/tank tops, "HOME CASUAL" i.e., pajamas, slippers, house robes, and lounge wear. Party Wear, Sagging/Visible underwear or buttocks, low cleavage, Exposed Midriff i.e., tummy, belly button, lower back or navel, clothing with inappropriate/offensive wording.
- *Take care of and respect your body.* You need to bathe, brush your teeth, wear deodorant, comb your hair and **DO NOT WEAR COLONGE/PERFUME** of any kind (some people have allergies to perfumes). No Head gear of any kind unless it is for religious purposes.
- Do ***NOT*** use foul/profanity language in this class nor outside of the class. Show respect for yourself and others and treat Project Enterprise like a business.
- Talk to one another with ***Dignity*** and ***Respect*** using full eye contact!
- Take ***allowed/scheduled*** breaks and lunches.
- Turn your Cell Phones on **VIBRATE** and hold conversations that are important, i.e., family, children ***outside*** of the class. It is disruptive and unprofessional to talk on your cell phone on the job.
- **Clean up** your area **BEFORE** you leave for the day. Wash your cups, dump your trash etc. If you make a mess, please clean it up!
- **Return** your equipment where you've found it.
- **PLEASE** keep your noise down in the classroom and hallways. We have neighbors.
- ***DO NOT EAT*** or ***DRINK*** at the ***COMPUTER TERMINALS*** at all!
- Smoke in the designated smoking areas and please distinguish your items in the proper box and on the designated breaks given by the PE Site Supervisor.
- ***Zero*** Tolerance Drug & Alcohol Policy for DHS, PCC, & MHCC! Respect others whom you work with. Some may be in Drug and Alcohol Recovery. There can be serious consequences if this rule is broken.
- No Children or Pets in the classroom.

Responsibility:

- ***You*** are responsible for your contract between yourself and your Case Worker. What ever hours that need to be completed must be fulfilled. Non compliance will cause Conciliation between yourself and your Case Worker.
- ***You*** are responsible for being to your work experience on time. Treat this opportunity like as if it is your job and you are being paid to perform up to task.
- ***You*** are responsible to protect yourself and provide documentation for your appointments to be excused from class.

Communication:

- Call your Case Worker and me if you are going to be late or absent.
- I ALWAYS want to hear of fresh and new ideas of constructive Life/Job Skill building projects that you are interested in.
- No IDEA is EVER STUPID, so share your ideas with me.
- Give me GOOD and BAD feedback in confidentiality.
- We should utilize BEST of intentions when advising or criticizing one another and NOT to be mean or vindictive.

Teamwork:

- We all need to work as a team and help out one another to fulfill our contracts and goals.
- We need to PRAISE and THANK one another daily.
- Embrace your team and look out for one another. Remember this is a job setting and we ALL want to create a positive and caring environment.
- IMAGE is EVERYTHING: We need to offer QUALITY work. Your dedication Speaks Mountains! You may even wind up with an opportunity for a JOB?

This is one small step in your tour up the ladder to SUCCESS. I want you to make your experience a strong foundation to assist you in moving up the ladder. I will invest in YOU all of the assistance I can if you are willing to invest in ***yourself!***

This is a binding contract. Any infraction can cause you for ***immediate*** dismissal!

Name _____ Date _____