# Task Title: Supporting a Work Colleague

## OALCF Cover Sheet – Learner Copy

**Learner Name:** _____

**Date Started:** _____

**Date Completed:** _____

**Successful Completion:** Yes ☐ No ☐

**Goal Path:** Employment ■ Apprenticeship ☐

Secondary School ☐ Post Secondary ☐ Independence ☐

**Task Description:**

Learners will choose a scenario where a co-worker is struggling at the workplace and will think of various ways to support/help them.

**Main Competency/Task Group/Level Indicator:**

- Engage with Others/F

**Materials Required:**

- Pen/pencil and paper and/or digital device
- Scenario hand-out
- Group of at least two or more learners (or the learner and practitioner)

# Learner Information

Co-workers on any job should support each other create a positive, team-work environment.

Scan the workplace scenarios and choose one scenario to discuss.

Use the questions on the Work Sheet to drive your discussion.

## Workplace Scenarios

### Scenario 1

Fred, part of the accounting team, has a report due. The deadline is causing him stress. He is struggling to make the deadline. He has already been given extra time to complete the report but he just is not making any headway. This makes the accounting team look weak. How do they support Fred?

### Scenario 2

Jenny has come in late every day for week. She is part of the office administration team along with 3 others. She has already received 2 warnings and if she is caught again, she will be fired. How can her co-workers help her arrive for work on time?

### Scenario 3

Sally works on the line with another colleague in a manufacturing company. She constantly makes mistakes measuring wood which causes them to throw out or waste a lot of wood. They work as a team. The more mistakes she makes, the more difficult it is for them to make their quotas. She makes repeated mistakes and yet she won't read any of the notices or memos sent around to employees. She says that there's nothing worth reading on the company bulletin board. Her co-worker thinks that Sally has a problem with reading and it's not just her being stubborn. How can they help her?

## Work Sheet

**Task 1: Who does the scenario involve?**

Answer: No written response is required.

Task Completed: Yes ☐

---

**Task 2: What is the problem?**

Answer: No written response is required.

Task Completed: Yes ☐

---

**Task 3: Where is the problem taking place?**

Answer: No written response is required.

Task Completed: Yes ☐

---

**Task 4: When is the problem occurring?**

Answer: No written response is required.

Task Completed: Yes ☐

---

**Task 5: Why might the problem be occurring?**

Answer: No written response is required.

Task Completed: Yes ☐

---

**Task 6: How can co-workers support this colleague to solve the problem?**

Answer: No written response is required.

Task Completed: Yes ☐

---