



## Scenario: The Office Dilemma

You are part of a team working in a busy office environment. One day, the office printer suddenly stops working, and there is an important document that needs to be printed and delivered to a client within the hour. Without the printed document, there could be significant consequences for the company. Your team needs to solve the problem quickly and efficiently to ensure the document is printed and delivered on time.

### Key Details:

- The printer displays an error message indicating a paper jam, but upon inspection, there doesn't seem to be any visible jammed paper.
- The printer is out of paper, and there are no spare paper trays nearby.
- The ink levels are low, and there is no replacement ink cartridge readily available.
- The document that needs to be printed is saved on a USB drive, but the computer connected to the printer is frozen and unresponsive.

### Your Task:

1. Identify and prioritize the steps needed to troubleshoot the printer issue.
2. Develop a plan to resolve the problem efficiently, considering the limited time available.
3. Determine alternative solutions if the printer cannot be fixed quickly, such as finding another printer or sending the document electronically.
4. Work together as a team to implement the chosen solution and ensure the document is printed and delivered to the client on time.

**Remember, communication, teamwork, and creative problem-solving skills are essential to successfully overcome this challenge.**

# BRING YOUR to WORK KiD Day

## Office Scavenger Hunt: *Exploring the Workplace*

Welcome to the Office Scavenger Hunt! This exciting activity will take you on a journey through our workplace, where you'll discover various careers and aspects of the workplace environment. **Stay with a Parent: Remember to stay with your parent or guardian at all times during the scavenger hunt. They will guide you through the workplace and ensure your safety throughout the activity.**

- Find a room where meetings are held. What types of discussions might take place in this room?
- Locate the office of someone who helps people find jobs. What do you think their job involves?
- Find an area where people work on computers. What types of tasks do they do on the computers?
- Look for a space where employees take breaks. How do they relax and recharge during their breaks?
- Find a bulletin board or display area. What information is shared on the board? How does it benefit employees?
- Find the supply closet. What types of items are stored there, and how are they organized?
- Look for a workstation with dual monitors. Why might some employees use multiple monitors in their work?
- Find a room with a whiteboard or flip chart. How might these tools be used in collaborative projects or brainstorming sessions?
- Locate the office of a supervisor or manager. What responsibilities do they have, and how do they support their team members?
- Find a space where employees can collaborate or hold informal meetings. How does this space facilitate teamwork and communication?
- Look for a department that handles customer inquiries or complaints. How do they address customer concerns and ensure satisfaction?
- Find a workstation with ergonomic equipment. Why is it important for employees to have ergonomic workstations?



# Department of Employment Services Word Search

Explore the world of careers and employment with this Department of Employment Services themed word search! Challenge yourself to find words hidden in the puzzle grid. As you search for each word, think about the different paths your future career could take and the opportunities waiting for you. Explore the world of work!

V	E	T	E	R	A	N	S	M	R	I	W	T	M
P	P	I	C	A	P	I	S	E	B	E	E	C	O
N	N	M	R	A	P	E	R	R	I	B	P	J	P
E	E	R	A	T	R	C	E	V	I	O	U	O	P
C	M	F	J	R	E	E	R	T	O	G	R	B	O
R	P	T	E	B	N	E	E	L	V	E	E	P	R
O	L	R	I	E	T	R	S	R	N	P	S	L	T
F	O	A	P	N	I	E	T	B	S	E	N	A	U
K	Y	I	I	E	C	E	R	E	O	V	E	C	N
R	M	N	R	F	E	E	J	T	L	J	C	E	I
O	E	I	S	I	S	E	M	U	S	E	R	M	T
W	N	N	E	T	H	S	L	L	I	K	S	E	Y
R	T	G	I	S	I	N	J	O	R	O	C	N	P
C	H	M	E	E	P	Y	T	V	P	N	I	T	N

- APPRENTICESHIP
- TRAINING
- WORKFORCE
- JOBS
- INTERVIEW
- OPPORTUNITY
- SKILLS
- JOB PLACEMENT
- EMPLOYMENT
- RESUME
- VETERANS
- CAREER
- BENEFITS

**PLAY THIS PUZZLE ONLINE:**

<https://thewordsearch.com/puzzle/7015046/department-of-employment-services/>





# Department of Employment Services

## Word Search: Answer Key

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N	N	M	R	A	P	E	R	R	I	B	P	J	P
E	E	R	A	T	R	C	E	V	I	O	U	O	P
C	M	F	J	R	E	E	R	T	O	G	R	B	O
R	P	T	E	B	N	E	E	L	V	E	E	P	R
O	L	R	I	E	T	R	S	R	N	P	S	L	T
F	O	A	P	N	I	E	T	B	S	E	N	A	U
K	Y	I	I	E	C	E	R	E	O	V	E	C	N
R	M	N	R	F	E	E	J	T	L	J	C	E	I
O	E	I	S	I	S	E	M	U	S	E	R	M	T
W	N	N	E	T	H	S	L	L	I	K	S	E	Y
R	T	G	I	S	I	N	J	O	R	O	C	N	P
C	H	M	E	E	P	Y	T	V	P	N	I	T	N

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