

Workplace Tour Play Magic

Workplace Structure (i.e., work processes, job classifications)	Workplace Climate (e.g., positive, stressful)	Workplace Vocabulary (i.e., technical terms)	Workplace Communication (e.g., coworker to coworker)	Essential Skills in Use (i.e., actual use of essential skills in performing job tasks)
<p>Non-unionized (83)</p> <ul style="list-style-type: none"> • administrative assistant • advertising personnel • assemblers • custodial/waste management personnel • customer support personnel • designers • finishers (non-toxic, child-safe finishes) • information technology personnel • kiln operator • machine operators (drill presses, lathes, saws, routers, sanders, and planers) • packagers • purchaser • quality control personnel • researchers • sales personnel • warehousing/shipping personnel 	<ul style="list-style-type: none"> • positive • workers seem to be at ease in their interactions with coworkers and supervisors and with aaaaa (the Owner/CEO) 	<ul style="list-style-type: none"> • lathe • spindle • banjo • bed • beading tool • gouge • resins • finishes (paint, varnish, etc.) • blueprint • blank • isomorphic drawing • kiln • miter saw • table saw • planer • tumbler (sander/polisher) • router • laser engraver 	<ul style="list-style-type: none"> • coworker to coworker • workers & supervisors • workers & management • supervisors & management <p>Involves:</p> <ul style="list-style-type: none"> • discussion of work processes • reporting • receiving directions • trouble shooting (e.g., materials, process adjustment) 	<ul style="list-style-type: none"> • communication • reading text, blueprints, graphics, chemical handling, safety instructions • problem solving • digital <ul style="list-style-type: none"> • use of digital worksite terminals • use of digital laser engravers • website construction & maintenance • numeracy • collaboration • adaptability • writing (toy descriptions)

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<ul style="list-style-type: none"> • 5 of the above employees serve as supervisors for their sections in addition to their other duties • Sections: Customer Service, Marketing and Sales, Plant Operations, Purchasing, Research and Development <p>Unionized (5)</p> <ul style="list-style-type: none"> • millwrights • electricians • tool and die maker <p>Senior Management (5)</p> <ul style="list-style-type: none"> • Owner (also President and CEO - Chief Executive Officer) • CFO (Chief Financial Officer - Accountant) • COO (Chief Operating Officer - General Manager) • CMO (Chief Marketing Officer) • HRM (Human Resources Manager) 				

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