



How to Succeed at keeping your Job!



Sometimes getting a job is
EASY and keeping it can
be a challenge!



Skills Needed:

- ▶ Attendance
- ▶ Attitude
- ▶ Accountability
- ▶ Professionalism
- ▶ Gratitude

Attendance



Demonstrating good Attendance:



- ▶ **Go to work every day!!!!**
- ▶ Be at your work station, ready to begin, on time, everyday
- ▶ Understand your company's attendance policy.
- ▶ Call your manager if are going to late or out for the day unexpectedly.
 - ▶ Be sure to call before your scheduled shift
- ▶ Be present Mentally



Attendance:



How can your attendance effect the business, yourself and others?

- ▶ Slow productivity.
- ▶ Cause anger amongst co-workers
- ▶ Effect the service given to customers
- ▶ Raises/promotions
- ▶ Being able to keep your job



Attendance:



What can you do to
make sure you have
good attendance?

Attitude



Demonstrating a good Attitude:



- ▶ Be positive
- ▶ Avoid negative people
- ▶ Don't gossip about others, especially in the workplace
- ▶ Be enthusiastic about the company and the work they do.
- ▶ Encourage others and yourself
- ▶ Be helpful
- ▶ Be flexible
- ▶ Take control of the way you react.



Attitude



How can your attitude effect the business, yourself and other?

- ▶ Influence others
- ▶ Make a day go good or bad
- ▶ Cause conflict in the workplace
- ▶ Engagement in your job and company
- ▶ Positive or negative customer experience



Attitude:



What can you do to
make sure you have a
good attitude?

Accountability



Demonstrating Accountability



- ▶ Know what your job duties are
- ▶ Know what expectations your supervisor has
- ▶ Do your job to the best of your abilities
- ▶ Be ethical, honest and trustworthy
- ▶ Take ownership of you and your actions
- ▶ Know, understand and follow the company policies
- ▶ Dependability



Accountability



How can your accountability affect the business, yourself and others?

- ▶ Trustworthiness
- ▶ Whether or not your supervisor can depend on you.
- ▶ Not living up to expectations
- ▶ How successful you are in your job



Accountability:



What can you do to
make sure you are
accountable?

Professionalism



Demonstrating Professionalism



- ▶ Treat your customers and co-workers with courtesy and respect
- ▶ Respect your manager
- ▶ Respect the company's management
- ▶ Understand the difference between work and social rules
- ▶ Accept the rules of the business
- ▶ Take your job seriously and do your best
- ▶ Most of all **Respect Yourself!!**



Professionalism



How can your professionalism affect the business, yourself and others?

- ▶ How serious people take you
- ▶ Whether or not people have respect for you
- ▶ Trust that you are doing a good job
- ▶ How other feel about working with you.

Professionalism



What can you do to
make sure you have
professionalism?

Gratitude



Demonstrating Gratitude



- ▶ Be grateful for the positive things your job brings you.
- ▶ Show appreciation for you customers
- ▶ Be nice to everyone
- ▶ Bring your manners to work.
- ▶ Go the extra mile
- ▶ Always smile!!



Gratitude



How can your gratitude affect the business, yourself and others?



- ▶ Could put you or others in a good or bad mood
- ▶ Helps customers determine if they want to continue business with the company
- ▶ Impact raises, promotions and continued employment

Gratitude

What can you do to
make sure you are
showing gratitude?



What can you do to make sure you are using these skills?

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- ▶ Do you know anyone at work, home or in school that exhibits these skills?
 - ▶ How can you use this person as your example?
 - ▶ Do you think you can be a good example for someone else?



From the list we created at the beginning, is there anything on the board you want to add, take away or keep?



Be the good example
at your job!!