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
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.
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
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.
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 your 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
What can you do to make sure you are showing gratitude?
What can you do to make sure you are using these skills?
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!!