

Skills for Living

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Topic 9-3

Succeeding on the Job

- In this topic, you will learn about what you need to succeed on the job, as well as
 - ❖ **Qualities of successful employees**
 - ❖ **Technology in the workplace**

Succeeding on the Job

Objectives for Topic 9-3

After studying this topic, you will be able to

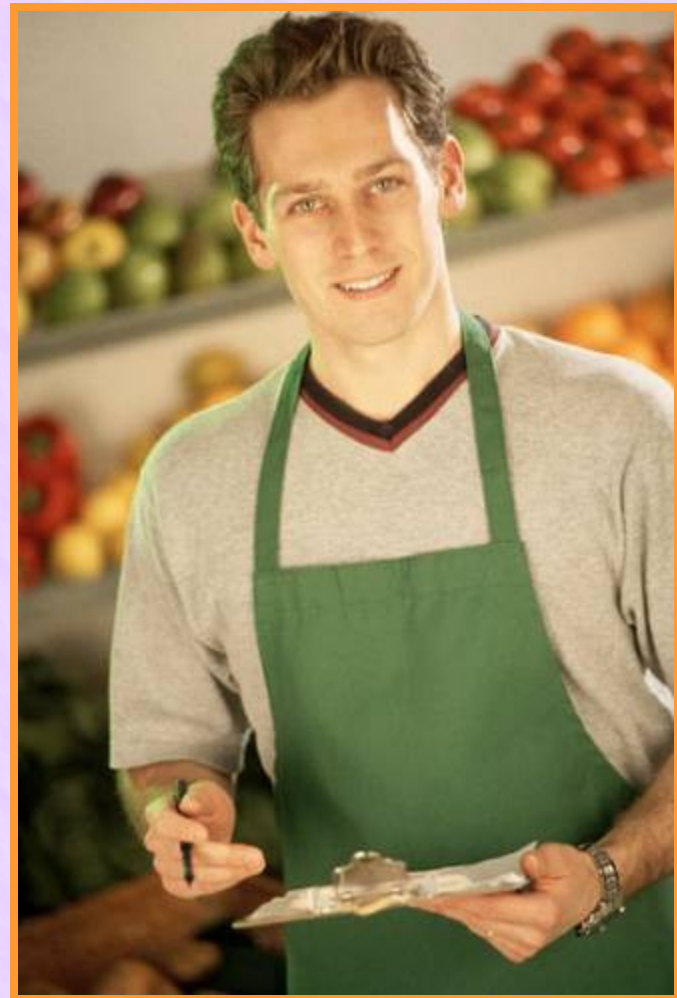
- identify the qualities and skills needed for job success
- determine the effects of technology on the workplace

Topic 9-3 Terms

- ❖ work ethic
- ❖ telecommuting

Qualities for Successful Employees

- Positive attitude
- Dependability
- Honesty
- Ethics
- Cooperation
- Job readiness skills
- Good appearance



Positive Attitude

- A positive attitude on the job helps you
 - ❖ try to do the best job possible
 - ❖ accept responsibility
 - ❖ accept constructive criticism
 - ❖ get along with other people

Dependability

- Being dependable on the job means
 - ❖ people can rely on you to be responsible
 - ❖ you get your work done
 - ❖ you have good attendance
 - ❖ you are on time

Honesty

- Honesty on the job means you
 - ❖ tell the truth
 - ❖ keep promises
 - ❖ treat people fairly
 - ❖ do your assigned job without wasting time

Ethics



- A *work ethic* is a standard of conduct for successful job performance
- Ethics help you
 - ❖ set high standards for yourself
 - ❖ develop feelings of satisfaction in your work

Cooperation



- Cooperation on the job will help you
 - ❖ work well with all people
 - ❖ work with others as a team
 - ❖ be friendly and respectful to others

Job Readiness Skills

- These include competence in working with
 - ❖ resources
 - ❖ interpersonal skills
 - ❖ information
 - ❖ technology
 - ❖ systems
- These also include a foundation of
 - ❖ basic skills
 - ❖ thinking skills
 - ❖ personal qualities

Good Appearance



- A well-groomed appearance
 - ❖ reflects how you feel about your work
 - ❖ shows respect for yourself and others
 - ❖ meets customer expectations
 - ❖ indicates that you are a professional

Technology in the Workplace

- All jobs are affected by technology
- Technology allows people to *telecommute*, or work from their homes
- Employees must be flexible enough to learn new work methods
- Some new technologies can bring negative results

Summary for Topic 9-3

- Factors that will help you succeed in a job include
 - ❖ a positive attitude
 - ❖ dependability
 - ❖ honesty
 - ❖ ethics
 - ❖ ability to cooperate
 - ❖ job readiness skills
 - ❖ a good appearance