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CTE Lesson for APPROPRIATE BEHAVIORS FOR THE WORKPLACE

What do Employers Want?

Cooperativeness

One of an employee's most valued qualities is cooperativeness. Cooperativeness is a willingness to work well with others to reach a common goal. Cooperativeness is closely linked to other important personal qualities and skills, including listening skill, responsibility, and self-management.

Initiative

You may get by just through doing what you are told. Many employers expect more from you, however. They want employees to show initiative. Taking initiative means doing what needs to be done without being told.

Willingness to Take Responsibility

Employers want employees who are willing to take responsibility. Responsibility is the willingness to accept an obligation and to be accountable for an action or situation.

Self-Management

Who is going to get you a job, a promotion, a raise? Only you. You have to take responsibility for the work you do and the career you want. Self-management means doing the things necessary to build the career you want.

Loyalty

It is important to be loyal to your company. After all, you, your coworkers, your supervisors, and the owners are a team working toward the same goals.

How do you show loyalty at work? Be positive. Look for solutions. If you have critical comments, express them only to your direct manager and in private.

Remember that responding to and overcoming challenges can help you build new transferable skills and build a positive reputation at work. Loyalty to your company and your coworkers is a trait that most employers appreciate.

Attitudes for Success

Develop a Positive Attitude

A positive attitude is an important part of succeeding in the world of work. Your attitude is your basic outlook on life and your way of looking at people and the world. Your attitude determines how you react to certain situations and, often, how others perceive you. While you cannot control everything that happens on the job, a positive attitude can help you control how you react. How well you get along with your employer and your coworkers will depend on your attitude.

Positive Thinking

One of the best ways to maintain a positive attitude is to think positively. Positive thinking will help you get

along better with others, handle problems more effectively, and reach your goals by motivating you to act. When you think positively, you are more receptive, or open, to the people around you.

Developing Self-Esteem

When you present your ideas and your thoughts in a positive way, you show self-esteem, which is recognition and regard for yourself and your abilities. Self-esteem is essential for a positive attitude. High self-esteem can build confidence. Confidence generates success. Developing a positive self-concept is one way to build self-esteem.

Enthusiasm is important.

It is easy to have enthusiasm, or eager interest, when you love your work. However, even your dream job will have frustrating moments. Sometimes you may have to push yourself to act with enthusiasm. While this may not feel natural, it is worth the effort. Having an upbeat attitude in difficult situations will help you develop a good reputation. Employers look for workers who are enthusiastic and who can handle a challenge.

Overcoming Doubt

Do you have a voice inside your head that sometimes whispers negative messages, such as “You are not smart enough to get that new job?” Many people reduce inner self-doubt through positive self-talk. Positive self-talk means you “out-talk” your self-doubt. When the voice says, “You can’t do it,” you answer, “I can and I will!” Making a list of positive statements can help you overcome self-doubt. Positive statements might include “I am in charge of my life” and “I can achieve whatever I want with hard work.” Try repeating these statements to yourself to improve your self-esteem.

Use your mistakes to Grow

Successful people use mistakes as opportunities to learn and grow. Whenever you make a mistake, be patient with yourself. You probably will have the opportunity to correct the mistake. Also, you will have other opportunities to succeed. Accept that you will make mistakes from time to time, and prepare yourself to act effectively when you do.

Practice Assertiveness

To get recognition for the job you do, practice being assertive. Being assertive means being direct, honest, and polite. When you confidently present yourself and your abilities to those around you, you are showing assertiveness.

Acting Like a Professional

Working Well with Others

Professionalism is the ability to handle problems, criticism, and pressure gracefully and maturely.

Accepting Constructive Criticism

The ability to accept criticism is vital to your survival in any job. Criticism presented in a way that can help you learn and grow is called constructive criticism. Your ability to accept and respond to this type of criticism demonstrates your professionalism. It shows you are willing to learn and take advice.