

U.S. WORK WORLD CAREER MINI-LESSON



Building Career Success Traits

1) Professionalism

Look the part for your career. Wear appropriate clothing and accessories to fit into the environment. Listen when others speak. Give others your attention, and they will give you the attention you deserve.

2) Courtesy

Show respect to others. Don't embarrass anyone. Be polite and kind. Say "please" and "thank you." Learn how to act proper in situations such as at business lunches. Be sensitive to the needs of others. Recognize that timing is important — there is a right time and a wrong time to do or say something.

3) Dependability

Get to work on time. Get to meetings on time. Be prompt for appointments with customers. Be where you are suppose to be when you are supposed to be there.

4) Trustworthiness

Keep your promises. Follow through on things you said you would do. Let supervisors, coworkers, and customers know they can count on you. Be prepared for meetings.

5) Loyalty

Speak well of the company and its products. Speak well of others. Maintain a positive attitude. Keep secrets confidential. Don't gossip. By doing these things, others will feel comfortable that you are not talking about them behind their back.

6) Honesty

Don't steal anything from the company. Don't lie. Don't exaggerate or stretch the truth. Don't pretend to know everything. Have the strength to say, "I don't know, but I will find out."

7) Responsibility

Perform your job to the best of your ability. Don't ask others to do what you should do. Ask for help, but don't expect the helper to do your job. Start what needs starting; and finish what needs finishing.

8) Knowledge

Learn your job. Learn the equipment and technology. Attend company training classes. Learn about the people. Timing is important — learn when the timing is good to proceed; and when it is best to wait. Learn how birthdays and holidays are celebrated.

9) Value

Make the career and company better because of your presence. Improve your value by improving yourself. Make lifelong learning a commitment. What would they do without you?



Quick Check:

1. On a piece of notebook paper, number your answer sheet from #1 to #9 leaving an empty line between numbers. List each of the above success traits next to the number for that trait.
2. After each success trait, list 3 things an employee needs to do to show that he/she has that success trait.
3. In your opinion, which success trait would be most needed by a: a) firefighter? b) computer technician? c) truck driver? d) paramedic? e) nurse? f) teacher? g) cell phone sales clerk?
4. List 5 success traits that can be learned and practiced in your classes at school.
5. Read #5 above. a) When you don't gossip, about what will others feel comfortable? b) Do you agree with this or not? c) Give a reason for your answer.
6. Read #6 above. When you are an honest person, what do you have the strength to say?
7. Read #8 above. Explain what is meant by "timing is important."