

What It Takes To Succeed: The Basic Principles

OVERVIEW

This Module addresses the basics of success in the workplace: minimal expectations (including appropriate dress, regular attendance, and other aspects of a strong work ethic) as well as broad guidelines for day-to-day interactions with others.

The Five Basic Principles help participants identify behaviors that promote success at work and guide application of the skills covered in other modules. These Basic Principles provide a positive context for all the skills and related behaviors covered in the WorkSkills program.

LEARNING OBJECTIVES

- Describe behavior that prevents people from being successful at work.
- Identify behaviors that help people to succeed at work.
- Identify two keys to success—how you present yourself and how you interact with others.
- Use the five Basic Principles to improve their interactions with others.

THE BASIC PRINCIPLES

- Focus on the situation, issue, or behavior, not on the person.
- Maintain the self-confidence and self-esteem of others.
- Maintain constructive relationships.
- Take the initiative to make things better.
- Lead by example.

TYPICAL TIME INVESTMENT

2 Hours, (two 50-minute sessions.)



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