

TOPIC D: WORKPLACE SKILLS

SKILL REQUIRED	EXPLANATION
Ability to Change and be Flexible	In many businesses, management and workplace procedures change often. Employees need to be able to adapt to these changes. Remember, management and procedural changes are done with the intent of improving the business so that profits can be earned and workers can remain employed. Therefore, do not get caught up in the idea that there is only one correct way to accomplish tasks and only one way to run a workplace. If you believe a process change is ineffective, talk to your supervisor about it but do not argue; indicate your willingness to make the change and do not resist the change if that is the final decision.
Ability to Handle Stress	Many work environments are about deadlines and productivity. At times this creates a hectic, stressful workplace. You need to understand that deadlines and productivity measurements are in place because management has determined that they are needed to ensure a successful business. They are not created to make the life of a worker difficult. Keep in mind that the deadlines and productivity measurements may cause stress at first. Since others have been able to work effectively under those conditions, you will also learn to adapt to them.
Ability to Manage your Time Use Sound Judgment	Supervisors cannot watch all workers all the time. It is the job of all employees to use their time well when not being closely supervised. If your supervisor is busy with an assignment, it is not the time for you to slack off. It is the time for you to show your understanding of what it takes for a business to be successful (keeping you employed), by continuing to be productive. You can show your understanding of this concept by not only getting to work on time but by being prepared to start working the moment the work day begins.
Complete All Tasks Assigned	From a worker's perspective, you may feel that if you are on the job for 8 hours you should be paid for 8 hours. While that is true, think about a business where all workers show up for 8 hours, put in a hard day's work for the full 8 hours but never complete the tasks assigned to them. How long will that company stay in business? It is not enough, therefore, to just show up to work and work hard. You also must complete your tasks or the work was, in reality, for nothing.

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