

Work Ethic Skills



Foundation Work Skills — or Work Ethic Skills

Foundation is the floor on which a house is built. "Foundation work skills" are the skills on which a career is built. Without a solid foundation, a house will fall down. Without foundation work skills a career will fail. The TEN foundation work skills words are: attendance, character, teamwork, appearance, attitude, productive, organized, communicator, cooperative, and respectful. Foundation

work skills are important in any job — from airline pilot to zookeeper. For example, if a test pilot is an excellent pilot but does not get to work on time, the test pilot will be fired as a result of a poor foundation work skills — the skill of showing up to work on time.

Work Ethic

Foundation work skills may also be called "work ethic" or "work ethic skills." For example, if a test pilot does not get to work on time, the employer will say, "Our test pilot does not have a good work ethic."

Work Ethic - PLUS - Like to Learn - EQUALS - Career Success

Workers who have a good work ethic — and like to learn new skills — are rewarded by employers with more job responsibility, raises, and promotions. The "process" of earning responsibility, raises, and promotions throughout your career is called "climbing the career ladder."

Climbing the Career Ladder

Step #1 on your career ladder is your first job. If you keep a good work ethic — and like to learn new skills — **Step #2** is a raise. Then, if you keep a good work ethic — and like to learn new skills — **Step #3** is a promotion. If you keep a good work ethic — and like to learn new skills — you will continue to step up the career ladder. What may be the top job of your career ladder? It may be a high paying job as a supervisor or manager.



Transferable Skills

Why should you try to earn raises and promotions (climb the career ladder)? Because raises and promotions prove that you have good work ethic skills. When you interview for a new job, employers will offer you a better job and higher starting salary because you proved that: 1) You have work experience. 2) You have a good work ethic skills. Employers value work ethic skills, because work ethic skills can be transferred and used in all jobs.

Your TEN Work Ethic Skills

- 1) **Attendance:** You report to work every day. You report to work on time and ready to work the minute the work shift starts. If you need time off, you notify the employer in advance so that another worker can be scheduled for your work shift. When sick, you call the employer as soon as possible. You take correct time for breaks and meal periods. You work overtime if possible.



- 2) **Character:** Your personality traits that make you the person that you are. Character is also called reputation. Your character or reputation include:
- Loyal:** Speak well of company, products, and workers.
 - Reliable:** Keep working even when not supervised.
 - Trustworthy:** Honest with property and information.
 - Initiative:** Do what needs doing without waiting to be told and always looking for more work to do and doing it.
 - Self-discipline:** Ability to control your feelings so that you do and say the right thing.
- 3) **Teamwork:** You work smoothly and smartly together with coworkers and managers to do job tasks, meet company's goals, and to serve customers.
- 4) **Appearance:** You wear correct clothing and hair style for the job — clean, neat, and teeth brushed.
- 5) **Attitude:** You have good thoughts and words about the company, products, workers. Not complainer.
- 6) **Productive:** You work at work. You work accurately. You follow rules and ways of doing things.
- 7) **Organized:** You plan tasks, tools needed, time, and work flow so that the job is done smoothly, neatly, accurately, and quickly. .
- 8) **Communicator:** Your talk, writing, and social media are clear, accurate, kind, and professional.
- 9) **Cooperative:** You keep good working relationships with others. You handle criticism, complaints, and conflicts with calmness, politeness, and poise (turning hot anger situations into cool self-control).
- 10) **Respectful.** You treat managers, workers, and customers as important and with empathy (understand and respect another person's feelings).



QUICK CHECK:

- What are "foundation work skills"?
- a) What will happen to a career without foundation work skills? b) What are the 10 foundation work skill words?
- a) What may foundation work skills be called? b) What will an employer say about a test pilot who does not get to work on time?
- a) What 2 things added together EQUALS Career Success? b) What is process of earning responsibility, promotions, and raises called?
- a) What is Step #1 on your career ladder? b) What is Step #2? c) What is Step #3? d) What may the top job of your career ladder?
- a) What do raises and promotions prove? b) Why do employers value work ethic skills?
- Attendance: List 3 things to do to prove you have good attendance skills.
- What is character also called?
- Define: a) Loyal. b) Reliable. c) Trustworthy. d) Initiative. e) Self-discipline.
- To prove you have teamwork skills, how do you work with coworkers and managers?
- How do you prove you have a positive attitude?
- How do you prove you are a productive worker?
- How do you prove that you are an organized worker?
- How do you prove that you are a good communicator?
- How do you prove that you are a cooperative worker?
- How do you prove that you are a respectful worker?
- Define "empathy."
- a) Write down the 10 work ethic skills with each work ethic skill on a separate line. b) Briefly describe how you can prove each work ethic skill in your school classes
- a) If you were a store manager, would you offer a higher starting salary to a job seeker who proved that he or she had good work ethic skills? b) Give a reason for your answer.