

Ethics

Effective employees are critical to the success of a growing business. As a manager or owner, you must be able to recognize and filter out the good from the bad. Employees who consistently demonstrate good work ethics can be invaluable assets. Recognize who they are, treat them well and work together to further the goals of your business.

Good

- Reliability
- Dependability and Responsibility
- Possessing a Positive Attitude
- Adaptability
- Honesty and Integrity
- Self - Motivated
- Motivated to Grow & Learn
- Strong Self - Confidence
- Professionalism
- Loyalty
- Integrity
- Objectively
- Respectfulness

Appearance

DON'TS

Skirts with long slits.
Tight clothes that ride up.
Shirts that show cleavage.
Sleeveless blouses worn without jacket.
Plastic flip-flop type shoes.



DO'S

Suits, dresses, skirts with dressy sweaters or blouses.
A jacket with a sleeveless blouse and skirt or dress slacks.
A matching suit or blazer with slacks.
Long sleeve blouse if not wearing jacket
A purse or bag that will accommodate necessities, but not bulky.

Etiquette

NEVER arrive at work drunk, smelling of alcohol on under the influence of drugs.
Be on time for your job. Better still, be early
It is extremely rude to arrive late for a meeting.
Be respectful to your employer
Respect your co-employee's right for privacy. There are times when your co-worker wants to be alone for some reason or another



The very first life skill I think my girls need is to be able to introduce themselves with confidence. Come prepared with a few casual, non-business topics.

Qualities

Here are ten characteristics of valuable employees. These ten traits are just a few of the many qualities employers and managers desire in their workers. Practice them. Make them a part of your thinking. Doing so will dramatically increase your worth in the eyes of current and future employers.

- Listening to instructions
- Taking responsibility
- Taking initiative
- Giving credit to others
- Being responsive
- Performing your duties cheerfully
- Being dependable
- Staying healthy
- Becoming self-disciplined
- Exceeding expectations



Conflict/Resolution

Dispute resolution is the legal term for resolving a tangible dispute. Conflict management is the business term. I prefer it because it implies that conflicts are normal, they happen all the time, and we have to manage them. Whether conflicts are serious or slight, the following conflict resolution process leads those in conflict towards communicating more and arguing less. Using this process at early stages of conflict can help keep information and ideas flowing and prevent more serious conflict from breaking out. To make sure everyone is on the same page, it may be wise to confirm that higher-ups are willing to "honor the process," whether or not they are actively involved.



How To Be A Good Employee



**BY: Elizabeth Duarte,
Jose Rodriguez, Gissel
Cano, Stephanie
Ramirez**