

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.

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 prevent 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.

LENGTH OF SESSION

- 2 Hours, (two 50-minute sessions.)