

Good Work Ethics

What does it mean to have a good work ethic?

- A set of VALUES which involve the right:
 - Attitude
 - Correct Behavior
 - Respect for others
 - Effective communication
- We are “defined” by our work ethics

Where does work ethics come from?

- Comes from WITHIN yourself
- Comes from what you have learned from your parents, your life experiences, and important others.

Group Discussion:

- Share with your peers what you believe your “work ethic” is.

Honesty

- This quality is at the CORE of work ethics.
 - Be honest about your successes and failures
 - Take credit only where you have earned it
 - Do not steal other’s work or ideas
 - Own up to your failures or weaknesses

Integrity

- Keep your commitments.
 - Keep your promises
 - Do not let peers down – do what you say you are going to do
 - Be consistent in your thoughts, actions and behaviors
 - Be dependable

Efficiency

- Do things the right way, the first time
 - Never slop your way through your work

Positivity

- Positive thinking and “can do” attitude are essential
 - If you have been given an assignment, “get er done.”
 - Never whine about the time and energy it takes to achieve a work task
 - Never whine about who you’re assigned to work with

Maintain Ownership

- Having a “job” is more than just getting a pay check!
 - Take care of your work space and tools
 - Whether these are computers or wrenches
 - Work tools are just that – they are for you to do your work with – don’t “Borrow” them and take them home.

Health and Wellbeing

- Take care of yourself physically, mentally, and spiritually
- Respect others, and when you are ill and contagious – stay home!

Respect for Others

- Never EVER disrespect others by using:
 - Bad language
 - Bad touch
 - Sexual innuendoes or jokes
 - Use pornography at work
- Treat others the way YOU would like to be treated

Know your duties and expectations

- Know your workplace policies and procedures
- Know your job description
- Know your job requirements
- Know what you are duty bound to report as misconduct

Initiative

- Demonstrate a readiness and willingness to take on your job duties
 - Take the initiative and volunteer when you have the skills and time to do so – don't wait to be TOLD what to do

Humility

- Never make yourself more important than you are:
 - Own your strengths and be proud of them – but BEWARE of bragging!
 - Own your weaknesses and strive to strengthen them
 - When a peer is reprimanded, DO NOT EVER do a High Five dance.

Teamwork

- All work places are a TEAM – no one is more important than anyone else.
- All team members have a “part” of a job – nobody has the whole job
- Compliment your peers and encourage their success

Group Discussion

Activity # 1

- Facilitator will get an older child's puzzle (not too easy) and hide one of the pieces.
 - Have the team assemble the puzzle.
 - At what point does the team realize that “something” is missing?
- Talk/Process about how it feels to not be able to complete the picture because of the “missing” piece.

Activity # 2

Facilitator lead a “mind-mapping” using the above elements which make up work ethics.

**Awesome Work
Ethics**