

Employability Skills 101

RELIABILITY

You wouldn't want to drive an un-reliable car...



And you don't want to be an un-reliable employee!

What makes a RELIABLE employee?

PROBLEM SOLVING Punctuality

Proactive Communication **TRUTHFULNESS**
Willingness to Help

Respecting Time

Teamwork Following Deadlines

Managing Commitments

Positive Attitude



RESPONSIBILITY

IF YOU'RE NOT RESPONSIBLE IN THE WORKPLACE, THAT'S LIKE BEING ON A BOAT WITHOUT A LIFE JACKET!



Be A Model of Responsibility by:

- RE** -Respect other people's opinions & items
- SP** -Show Positive character, even if no one is watching
- ON** -Own up to mistakes and Never make excuses
- SI** -Success at Independence
- BI** -Be a positive Influence on your coworkers & patients
- LI** -Look for ways to be Involved
- TY** -Take responsibility for Your actions!

"You can pretend to care, but you can't pretend to show up" - George L. Bell

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