



**WORK ETHICS**

**Excellence on the Job!**




**WORK ETHIC**

- a set of values based on hard work and diligence
- a belief in the moral benefit of work and its ability to enhance character




**GOOD WORK ETHIC**

- Better positions
- More responsibility
- Promotion



**POOR WORK ETHIC**


- Not providing fair value for their wage
- Not given greater responsibilities
- Not promoted



**STRONG WORK ETHIC FACTORS**

**INTEGRITY**


- ✓ Co-workers value your honesty
- ✓ Clients trust your advice
- ✓ Supervisors rely on your high standards



**STRONG WORK ETHIC FACTORS**

**SENSE OF RESPONSIBILITY**


- ✓ Show up on time
- ✓ Put in your best effort
- ✓ Complete projects to the best of your ability



**STRONG WORK ETHIC FACTORS**

**EMPHASIS ON QUALITY**


- ✓ Do your best to produce great work
- ✓ Go the extra mile
- ✓ Your commitment to quality improve the company's overall quality



**STRONG WORK ETHIC FACTORS**

**DISCIPLINE**

- ✓ Stay focused on your goals
- ✓ Be determined to finish your tasks daily
- ✓ Be dedicated to the company
- ✓ Always do your part



## **STRONG WORK ETHIC FACTORS**

### **SENSE OF TEAMWORK**

- ✓ Help the team meet its goals to deliver quality work
- ✓ Respect your peers
- ✓ Make collaborations go smoother



## **HOW TO BUILD A STRONG WORK ETHIC**

### **STEP 1**

- ✓ Go to work on time each day.
- ✓ Take into consideration the daily traffic, weather and construction so you can leave and make it to work on time.



## **HOW TO BUILD A STRONG WORK ETHIC**

### **STEP 2**

- ✓ Write down your daily tasks for each day of the week.
- ✓ Hang the list near your workplace
- ✓ Check off each task as you complete it.



## **HOW TO BUILD A STRONG WORK ETHIC**

### **STEP 3**

- ✓ Improve daily
- ✓ Take steps to improve your work and go beyond your typical performance each day.



### HOW TO BUILD A STRONG WORK ETHIC

#### STEP 4

- ✓ Complete projects and tasks immediately
- ✓ Do not procrastinate.

**NB: Procrastination leads to late and incomplete assignments.**



### HOW TO BUILD A STRONG WORK ETHIC

#### STEP 5

- ✓ Evaluate your work
- ✓ Identify your weaknesses
- ✓ Create a plan to improve on those weak areas



### HOW TO BUILD A STRONG WORK ETHIC

#### STEP 6

- ✓ Develop a positive attitude
- ✓ Remain friendly at work
- ✓ Remain upbeat about your day regardless of what happens



### 5 CHARACTERISTICS OF A GOOD WORK ETHIC

- Reliability
- Dedication
- Productivity
- Co-operation (working well with others)
- Character (self-disciplined, honest, trustworthy)



### **NEGATIVE WORK ETHIC**

- ❖Lack of Productivity
- ❖Attendance
- ❖Politics
- ❖Esprit de Corps



### **BENEFITS OF A GOOD WORK ETHIC**

- ❖Establishes a great reputation for YOU
- ❖Establishes Trust and Credibility
- ❖Clear Conscience
- ❖Sleep Well at Night!!!



### **GOOD WORK ETHIC**

*Be the ONE who*  
**SHINES!!**



**THANK  
YOU!!**

