

Module 7
Section 5

BEING A GOOD EMPLOYEE

Qualities to help you grow in your
career and experience success.

IN THIS SECTION YOU WILL:

Discover the importance of being dependable and flexible.

Recognize that working hard and being willing to learn promotes success.

Understand that being positive and being a team player makes for a better work environment.

BEING A GOOD EMPLOYEE

Being a good employee is more than just knowing your job. It's about having good qualities that make you a great teammate and worker. Working on adding these qualities in your work life will increase your chances of success and open up opportunities for advancement.

What Makes a Great Employee?

1. You Can Count on Them!

- **Always on Time:** A good employee shows up for work and meetings on time. This shows they respect their job and want things to run smoothly.
- **Always Does Their Best:** They do their work well and finish it on time.
- **Dedicated to the Job:** They really care about their job and want the company to do well.

Why it's important: When you can trust someone to do their job, it makes everyone's work easier and more fun. It also helps them get more chances to learn and grow.



2. They Can Go With the Flow!

- **Open to New Ideas:** They are willing to try new things and learn new ways of doing things.
- **Can Do Many Things:** They can do different tasks and help out in different areas.
- **Good at Solving Problems:** They can figure out how to fix problems quickly and easily.

Why it's important: The world is always changing, so being able to adapt is really important. It helps you stand out and become a leader.

3. They Work Hard!

- **Always Putting in Effort:** They work hard and do their best on every task.
- **Takes Responsibility:** They own up to their work and make sure it gets done.
- **Always Thinking Ahead:** They think about what needs to be done and start working on it without being told.

Why it's important: Working hard is the key to success! It shows you're dedicated and helps you become a go-to person for important projects. There is a saying, "If you have time to lean, you

have time to clean." This means that there is always something to do even during slow times on the job.

4. They Communicate Well!

- Clear and Easy to Understand: They explain things clearly, so everyone knows what's going on.
- Good Listener: They listen carefully to what others have to say and try to understand their point of view.
- Friendly and Gets Along with Others: They make friends with their coworkers and clients.

Why it's important: Being able to talk to others clearly helps teams work together and get things done. It also helps you become a leader.

5. They're a Team Player!

- Works Well with Others: They like to work with others and help them succeed.
- Helps Out Their Friends: They are willing to help their coworkers when they need it.
- Understands How Others Feel: They try to understand how others are feeling and be kind.



Why it's important: Being a good team player makes work more fun and helps everyone get along. It also makes you a great choice for important projects.



6. They Love to Learn!**

- Curious and Wants to Know More: They are always asking questions and learning new things.
- Always Getting Better: They want to improve their skills and learn new things.
- Open to Feedback: They are willing to listen to advice and use it to grow.

Why it's important: Learning new things keeps you up-to-date and helps you get better at your job. It also helps you get promoted and take on bigger challenges.

7. They're Honest and Do the Right Thing!

- Follows Rules and Does What's Right: They always do the right thing, even when it's hard.
- Always Tells the Truth: They are honest and open in their

DISCUSSION QUESTIONS

1

What are some things you can do to be a more reliable person?
How can you show you are dedicated to your work?

2

How can you show that you have a strong work ethic? What are some ways to take responsibility for your work ?

3

How can you be more positive and optimistic? What are some things you can do to help yourself and others stay motivated?

4

Think about a time you had to adapt to a new situation. What did you do? How did it make you feel?

5

How can you be a better communicator? Think about how you can listen to others and explain things clearly.

6

Think about a time you were a good teammate. What did you do to help your team? How did it make you feel?

Christ Centered Corner

Extra encouragement with a Christian perspective.

Being a good employee means working hard and doing your best. Colossians 3:23-24: "Whatever you do, work heartily, as for the Lord and not for men, knowing that from the Lord you will receive the inheritance as your reward. You are serving the Lord Christ."

When we work, we should do it with all our heart and not just to please people. We know that God will reward us for our hard work because we are serving Jesus. God gave us the responsibility to take care of His creation. This means we have to take care of the world around us and also do the tasks we are given every day.

It's important for us to be honest and do the right thing when we work. God doesn't like it when people cheat or lie. We need to always be fair and do what is right. The Bible teaches us that we should work hard and not be lazy. When we work hard, we can be successful and have a good life. Proverbs 12:24: "The hand of the diligent will rule, while the slothful will be put to forced labor."

Being a good worker means helping others and treating them with kindness and respect. Just like Jesus came to serve others, we also serve and help the people we work with. Taking time to rest is important. God wants us to take a break from our work and spend time with Him. If we work too much, it can make us sick and tired. So, we need to find a balance between work and rest.

We know that we will have to answer to God for what we do. This makes us want to work hard and do well, because we know that God will reward us in the end. A good work ethic means working hard, being honest, helping others, taking care of things, and finding a balance in life. And we do all of this because we want to honor God and show others how great He is - because He loves us.

MODULE PRESENTERS & CONTENT PROVIDERS



Arnold S. Johnson is an entrepreneur who started out with humble beginnings and ended up building businesses that employed over 600 people. He believes in being tenacious and not quitting, and the importance of having a positive outlook.



Todd Fussy worked for the MN Dept. of Transportation for 23 years, before Little Falls Machine offered him a sales representative position. Todd enjoys traveling and interacting with people which makes his job enjoyable.



Ann Anderson started Practical Leadership in 1998 and works as a consultant. Her background is in human resource strategy, leadership development, training, organization development and project management.



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