

EXCELLING IN WORK PLACE AND AMONG PEERS

NASTIJ CONSULT

Email: info@nasirutijaniandco.com

nasirutijani2005@gmail.com

Why Excel?

- ❖ For most of us, it's important to strive to be the best worker we can be — to excel at our jobs
- ❖ It's not necessarily about impressing the bosses and obtaining a promotion ; it's more about having a sense of accomplishment for a job well done

RELEVANT TIPS

- **Learn how to perform your job well**
 - There's a big difference between just doing your job and doing your job well — and with pride
 - Making the extra effort while others stay aloof will enable you stand out and excel

- **Work hard**

- Before now, showing up for work was enough to get by in some establishments, but those days are long gone
- Today, you not only have to show up and be at your job the full day (arriving on time and not leaving early), but also put in a full day of work
- Keep personal calls, emails, texts, and the like to a minimum

- **Act professionally**

- No matter what your job, it's important to be serious and focused on what you do — and act professionally in all situations
- There's no time and place for fooling around in the workplace
- Professionals follow the rules and are courteous, friendly, and tactful. Acting professionally also means dressing appropriately for your job

- **Express positive attitude.**

- You need to have a positive attitude at work and be a goal- getter. Nothing should be beyond you. That must be the spirit
- People like working with — and helping — co-workers with a positive attitude
- People with negative attitudes drag everyone around them down; a complaining attitude and reluctance to carry out responsibilities

■ Take initiative

- You may be very good at your job — and that is important — but do you ever try to push the limits of your work? In other words, do you ever consider better ways you could do your job — or better ways your department could work — and make suggestions to your boss?
- Note that this does not mean being presumptuous or taking over the responsibility of the boss

- **Be a good team player**

- To be successful in most jobs today, workers must also be good team players
- How well do you work in teams?
- How is your relationship with other co-workers? Do you communicate?

- **Know your boss.**

- You don't have to be best friends with your boss; in fact, you don't even need to like your boss
- You should, however, know your boss; the better you understand how your boss thinks, acts, and manages, the better you perform your job to his/her expectations and demands

- **Understand your employer**

- Some people work at their jobs for years without really knowing or understanding their employer. Taking the time to understand the organisation's mission, goals, strategies, and products/services will help you better understand your role within it — and the value of the job you provide
- Note the mission statement and vision of NIC

- **Take (constructive) criticism gracefully.**

- One of the hardest things for all of us to learn is how to handle constructive criticism — and how to use these critiques to improve our performance on the job
- Consider attitude of your bosses who may be on you all the time
- Note that most bosses are simply providing feedback so you can perform your job better... so you can excel at your work

- **Cultivate relationships**

- Having workplace friendships with some of the workmates is usually a positive element in job satisfaction — which should result in greater motivation to perform your job to the best of your abilities
- Just be sure you make friends with positive people who, like you, are focused on excelling at their work

- **Take opportunities to learn new skills, jobs**

- The longer we work at one job, the more likely we'll get bored with it — perhaps just going through the motions — until we are no longer excelling in our jobs
- What to do?
- One way around this problem is taking opportunities for additional educational and training when your employer offers them

- **Be part of the solution**

- Don't be the worker everyone hates — the one who is always quick to point out the problems... while offering no solutions
- Instead, when possible, strive to be a problem-solver. Problem-solvers are a valuable commodity in every workplace

- **Avoid gossip.**

- it's always best to turn a deaf ear to gossip and rumours

- No matter how good a worker you may be, getting caught in the web of gossip will quickly downgrade your standing with your boss and employer

- **Volunteer for new projects**
- Whether to seek a little variety with your job or to try to score some points with the boss, volunteering to take on additional work and responsibilities can lead to greater job satisfaction, better work performance, and perhaps even a new direction for your career
- saves the establishment some resources and make you valuable

- **Mentor new employees and younger workers**

- One of the greatest goods in the workplace is when an experienced worker mentors a younger, inexperienced worker
- Helping the new worker learn the ropes will provide you great personal satisfaction — and will also put you in good standing with the boss

Is it challenging to mentor?

THANK YOU