



Striving For Excellence

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Attitudes At Work

- 1. Be Enthusiastic try to be happy at work while doing your task it will make it more fun and make the people around you notice you more.
- 2. Be Efficient you should constantly trying to improve your work method
- 3. Excellence, You should strive to be excellent in what you do whether it be something really easy or really hard
- 4. Issues at work: Don't be shy to bring up any concerns with your boss or supervisor you will be happy you did.

Dressing For Success

- For Men:
- Men should wear their required uniform that their employer has provided. If you don't have a required uniform then you can wear colored collared button-ups in any color. Conservative patterns such as checks or stripes are acceptable too, worn with or without a tie.
- Ties should still be conservative in pattern. Avoid novelty ties (ex: ties with images on it) choose patterns like dots, stripes, or checks. Most colors are acceptable.
- Dressy slacks, such as black dress pants or pressed khakis in the summer, worn with or without a sports jacket.
- Shoes can be oxfords, loafers, or another comfortable yet dressy choice, in brown or black. Sneakers are also acceptable in certain situations.
- Nails should be clean and short.
- For Women:
- Colored shirts and blouses, rather than mandatory collared button-downs. Choose solid colors, or muted patterns like stripes or checks, and avoid low-cut shirts or bright patterns.
- Shoes may be comfortable flats and loafers, as well as pumps, but should remain closed-toe. Can be any color, although black, brown, red, navy, and gray are among the most appropriate.
- Hair can be more casual, with no crazy colors. It should still be neatly styled, in a ponytail or bun or kept straight.
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Goman, Carol Kinsey. "What It Really Means to Dress for Success." *Forbes*. Forbes Magazine, 20 Mar. 2012. Web. 09 Mar. 2016.

How Improve Interaction With Your Coworkers

- 1. Pay attention when you are being addressed by someone
- 2. Be positive, polite and respectful
- 3. Show your appreciation for someone's help and share credit
- 4. Own up to your mistakes we are all human and make mistakes.
- 5. Honor your commitments
- 6. Follow up after you close the ticket