



What makes an employee valuable?

Supply and demand, skills, and relationships all play a role in determining an employee's value. While outside forces like the global economy influence employment, developing these basic characteristics will increase your value to your employer.

Lifetime learner – Develop skills beyond the scope of your responsibilities. Utilize resources like free seminars, reading materials, cross training, webinars, or classes to enhance or expand your skill sets. A broad range of skills that can be used in multiple ways and areas translates to flexibility for an employer and increases your value.

Listen – Listen carefully to understand expectations and directions. Careful intentional listening helps avoid mistakes, misunderstandings, and even accidents. Listen without interrupting—it's respectful and shows that you take your responsibilities seriously. Ask questions for clarity.

Dependability – Make sure people know they can count on you. Know your duties thoroughly and perform them well all of the time. Take pride in your work—consistency and quality matter. Come to work on time and be prepared to give 110%.

Positive attitude – People like working with someone who is cheerful—it's contagious. Speak positively about the company inside and outside of the workplace.

Effective problem-solver – Instead of complaining or pointing fingers, problem-solve the situation and offer solutions. Get creative.

Initiative taker – Exceed expectations. Create efficiencies and save the company money by looking for ways to improve processes, products and services. Take on the task no one wants to tackle.

Team player – Support and help co-workers. Share your knowledge and skills. Share the credit for successes. Recognize that how and when you do your job impacts your co-workers' ability to do theirs.

At a time when job losses outpace hirings, increasing your value to your employer may mean the difference between unemployment and a paycheck.

Words to Live By...

“When in doubt remember that honest actions and a reputation for integrity will always work in your favor. End of story.”

Jim Clemmer, TCG Press



A BRIGHT IDEA

Take care of yourself...

Stress is inevitable, but can be countered by creating balance in our lives. Get adequate sleep, exercise and eat well. Find time to relax and participate in activities that make you feel good. Taking steps to manage stress will make you happier, healthier, and more productive.

Office Space For Lease...



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What's Happening...

Employees with a broad range of skills are critical for success in 2009. **Register today** to attend a comprehensive workshop presented by Alternative Resolutions to build communication and conflict resolution skills.

“Mediation Skills for the Workplace”

June 24-25, 2009 8:30 am—4:30 pm

August 11-12, 2009 8:30 am—4:30 pm

“Basic Mediator Training”

July 20-24, 2009 8:00am—5:00pm

To register, get more information about these workshops, or to tailor a training specifically for your needs, contact Alternative Resolutions, Inc. at 920-993-1490 or visit our website at www.alternativeresolutions.biz.

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