

## **Topic: Maintaining Employment**

### **Objective:**

#### **When you complete these activities, your student should:**

- Understand how to position himself in the best way possible to maintain employment

### **Resources Needed:**

- This document

### **Maintaining Employment:**

If you have been offered a new job, congratulations! Now it is important to develop and reinforce self-discipline techniques and use the basic strategies listed below to help keep your job performance at a high-quality level to help you maintain your job.

- Be prompt – arrive a few minutes early and do not “watch the clock” for the end of your shift.
- Do not miss work unless it is absolutely necessary.
- Be sure to give at least a two-week notice when asking for personal time off.
- Know and meet your employer’s expectations – always complete your job assignments to the best of your ability and look for ways to improve your work. Go the “extra mile” when you can. Offer to help and take on more responsibilities when possible.
- Be a good communicator.
- Do not be afraid to ask questions to help you understand exactly what your supervisor wants you to do or how to do a specific job task.
- Be a positive team player. Work well individually while also being valuable and welcomed as a helpful and productive team member.
- Keep a positive attitude and be pleasant and courteous to your supervisor and coworkers. Listen to and respect other people’s ideas. Work to get along with everyone.
- If you have problems or issues with your coworkers, talk with your job coach or supervisor. However, be mindful to keep a positive attitude and not to be a constant “complainer”. Be open-minded to suggestions and work positively with them to help correct any issues.
- In order to keep your job, remember that you need to keep looking for ways that you can be the kind of employee/person that your employer needs. Continue to be the best that you can be, take pride in your work continue to grow.