



Workplace Tips for Former Foster Youth

1.) Attendance

- **Being on time** means 5-15 minutes early, in order to be on station and fully prepared
- **Don't "rob time"** from your employer by taking extra time on breaks or lunch.
- **On paid time**, don't make personal calls, text or post on social media.
- **Valid reasons to call off work** include sickness, emergency, car trouble.

2.) Attitude

- **Positively influence your environment.** Encourage your coworkers. Compliment what others do well.
- **Do whatever your employer asks** you to do (that's not illegal, immoral, or unethical), with a smile on your face, and as well as you possibly can.
- **Avoid negativity.** Help resolve problems, do not contribute to them.

3.) Productivity

- **If you're done with your work**, ask others if they need help, clean, organize, learn about the industry---anything that will make you more valuable to your employer.
- **Stay productive.** Model the behavior that you'd like to see around you. This is a good way to avoid any drama, complaining or workplace politics that might occur.

4.) Working with a Supervisor

- **Ask your supervisor for feedback** regarding what you are doing well and what you could do better. Be open to receiving constructive criticism.
- **Don't speak ill** of your employer, boss, or co-workers and refuse to listen to others do it

5.) Additional Thoughts on Navigating the Workplace

- **Be careful how much of your personal story** you share at work.
- **If (when) you have a workday when you feel frustrated**, try not to respond in the moment. Wait until after work and ask advice from someone you trust.
- **Follow the chain of command** by going to your immediate supervisor first
- **Handle conflict with assertiveness** rather than letting it snowball and being passive or aggressive
- **Maintain appropriate work relationships by** keeping things professional while in the workplace
- **Be aware the work culture** as well as workplace policies

Teamwork: An Essential Element of Professionalism

Here are some quick tips to being a good employee and a good team player. Determine which of your skills are “on target,” and which might need some improvement by choosing “Always,” “Sometimes,” or “Never.”

	• Always	• Sometimes	• Never
1. I get to work on time. If I am going to be late, I call and let my boss know.			
2. I rarely miss work. If I am going to miss work, I let my boss know ahead of time (or call if I am sick).			
3. I work as hard as I can.			
4. I pay close attention to my work.			
5. I do my work as I am told. If I am unable to do something or have questions, I ask my supervisor or co-workers.			
6. I am friendly on the job.			
7. I try to solve problems that come up.			
8. I follow safety and company rules.			
9. I use materials and equipment properly.			
10. I behave professionally.			

Mastering Soft Skills for Workplace Success

Now, answer the following questions:

1. Based on my answers above, I am most proud of my ability to:

2. One area I'd like to improve is:

3. Some strategies I might use as I work to improve in this area are: