

**SUCCEED ON THE JOB**

**Administrative Information Services**

# IDENTIFY FACTORS CONTRIBUTING TO JOB SUCCESS

- Describe expectations of employers
- Describe criteria used to evaluate job performance
- Define continuous learning in relationship to job success
- Describe change related to the work force and the work environment
- Describe ways to handle sexual harassment
- Define career plan

# DEMONSTRATE TEAMWORK

- Identify the roles and responsibilities of a team and its members
- Identify techniques used to resolve conflict
- Describe ways to motivate others
- Describe continuous improvement strategies

# DEMONSTRATE WORK ETHICS AND BEHAVIOR

- Describe work ethics in relationship to cost effectiveness, time management, and work attendance
- Examine factors that influence work ethics
- Describe how personal values might be reflected in work ethics