

- A quiet time for teacher and student to gain a trusting relationship while learning and growing.

2 Timothy 2:15 Study to show yourself approved by God, a workman who need not be ashamed, rightly dividing the word of truth.

Reading God's Word and spending time in prayer is a prerequisite to learning how to work on the job with others to gain respect and trust.

1 Thessalonians 4: 11-12...make it your ambition to lead a quiet life: **You should mind your own business and work with your hands**, just as we told you, 12 so that your daily life may win the respect of outsiders and so that you will not be dependent on anybody.

Learning to keep your complaints and criticisms to yourself until the right timing is very important and your foreman or manager will be glad to answer your questions at the end of the shift or during a break for lunch.

Proverbs 1:2-3 To know wisdom and instruction, to understand words of insight, 3 to receive instruction in wise dealing, in righteousness, justice, and equity;

On the job you will need to ask permission about starting a procedure or borrowing tools. No matter what your skill level or experience be sure let the foreman or manager know what you need to do or what tool you would like to use.

9 Qualities of a Good Employee

1. Dedication

Dedication includes a strong sense of support and loyalty to a business or career role. Committed employees are often more purpose-driven in both their personal lives and their careers.

As a dedicated employee, you might have the following traits:

A passion for your work

A positive attitude toward your job in general

Punctuality for all work-related events

Flexibility when assigned work tasks

A dedicated employee doesn't need extensive experience in their field, but they're willing to put in the training and work required to gain any necessary experience. They are goal-orientated and are more likely to strengthen any qualities they may need to improve.

2. Confidence

Confidence and productivity often work well together. Confident employees not only believe in their own abilities to manage tasks, but they are also more likely to convince managers, coworkers and customers of their abilities as well.

As your confidence grows, you may exhibit some of the following characteristics:

You listen more than you speak.

You are always looking for ways to improve your skills.

You know when to ask for help.

You can quickly adapt to a new role.

With developed confidence, you might also find it easier to embrace challenges in the workplace. This includes immediately looking for ways to overcome these challenges and succeed at your current tasks.

3. Reliability

A reliable and dependable employee is a trusted one. Reliability is an important factor in knowing that the job will get done and it will get done well. Reliable employees are valuable in the workplace because they prove that they can finish their tasks without much supervision.

Becoming a reliable employee includes:

- Showing up to work-related events
- Coming to work on time
- Consistently meeting deadlines
- Producing high-quality work
- Showing eagerness to take on more significant responsibilities
- Taking initiative when needed

4. Teamwork

Teamwork is a requirement in most work settings. Successful collaboration requires excellent communication skills, patience, tolerance and dedication. By demonstrating strong teamwork skills, you can also exhibit a series of other desirable skills. Being a team player is crucial when ensuring that you'll be a positive addition to the current team.

Good team players are:

- Flexible with change
 - Committed to their own successes and the success of their teams
 - Reliable and responsible
 - Strong problem-solvers
 - Supportive and respectful of their coworkers
- In organizations that rely heavily on teamwork, adaptability is also important. A team member who can quickly adapt to different roles, including as leader and motivator, will usually have an easier time joining an existing team.

5. Independence

The ability to work independently is just as important as the ability to work well with a team. Even in organizations that are heavily team-oriented, you will still do some work on your own. There is also some level of trust involved when your manager and team members expect that you'll complete a task individually.

As an autonomous employee, you offer the following:

Strong focus

- Developed time-management skills
 - Resourcefulness
 - The ability to critique and edit your own work
- When you can work independently, your employer can also more easily rely on you to complete job tasks without the need for much supervision.

6. Leadership

Strong leadership skills can help you move your company forward. They can also help you guide your team members toward developing skills of their own. Influential leaders have a wide collection of skills, including self-confidence, reliability and honesty.

As a leader, you may exhibit the following traits:

- Strong organizational skills
- The ability to identify a team's strengths and weaknesses
- Confidence in your abilities to lead teams

The ability to inspire others

Empathy toward team members

You can give feedback in a constructive way

If you have strong leadership skills, one of your biggest advantages to a company is that they can eventually promote you. Promoting from within cuts recruitment and training costs. Leadership is also a crucial employee quality. Hiring an individual who expresses leadership traits gives others someone to look up to, which can increase motivation and productivity levels within an organization.

7. Interpersonal/communication skills

Strong communication skills can benefit you in almost every type of job. During your career, you will likely spend a significant amount of time communicating with customers, coworkers, vendors or managers. Strong interpersonal skills ensure that these interactions are positive and effective.

A good communicator often demonstrates the following traits:

A high level of professionalism

An open-minded approach to new ideas

The ability to interpret nonverbal communication patterns

A strong communicator is also a good listener. Excellent communication involves active listening, which requires fully comprehending what the other person is saying and responding to them appropriately.

8. Self-awareness

Self-awareness allows you to understand your strengths and weaknesses. It can also help you recognize when to ask for help or feedback on your work, allowing you to improve your skills continuously. The greater you develop your self-awareness skills, the easier you will be able to reflect on the skills you've gained since beginning in your position.

Self-awareness often includes the following:

Strong emotional intelligence

Understanding your role on your team

Asking for and learning from feedback

9. Integrity

By hiring employees they trust, employers can focus on other areas of the businesses. Integrity includes traits like accountability and honesty. Integrity also means being honest about your capabilities and preferences. For example, with high levels of integrity, your coworkers can come to trust you to be honest with your ability to complete a project.

Transparency in the workplace is important because it shapes a company's culture and success. When your team members know what to expect from you, you can more easily develop team strategies that lead to success within your department. This can ultimately lead to your company's success as a whole.

If you've developed your integrity as an employee, you might display the following traits:

You are honest about your work progress.

You are ethical in all business practices.

You are aware of core values and demonstrate them regularly.

You make all decisions based on integrity and honesty.

Integrity is one of the most important characteristics of a good team member because honesty creates an environment of open communication. When employers and employees feel free to share their concerns, questions and feedback, everyone in the organization can benefit.