

LifeSmart and Virginia Workplace Readiness Skills Mapping

POSITIVE WORK ETHIC: MVP DVD * *Demonstrate the qualities employers value* * Give everything your best * Enthusiasm is contagious * Control what you can, but accept what you can't * See the glass as half full * *Solicit and embrace constructive feedback*

INTEGRITY: MVP DVD * *Preserve your reputation and integrity at all costs* * Take responsibility for your mistakes and shortfalls * Don't make promises you can't keep * Choose humility over self pride * *Don't say something about someone you'd regret if they heard* * *When facing risky situations, ask how your conscience will feel tomorrow* * *Demonstrate the qualities employers value*

TEAMWORK: MVP DVD * Be an inspiring team player * Be proactively nice * Give everything your best * Don't make promises you can't keep * Choose humility over self pride * *Solicit and embrace constructive feedback* * Don't whine; just do it * *Be an encourager rather than a critic and always look for the best in people* * Express yourself * *How you say it can matter more than what you say* * *Regularly show appreciation and gratitude toward others*

SELF-REPRESENTATION: Be proactively nice * Choose humility over self pride * *Be inquisitive when meeting others* * Smile: your countenance matters * *Notice how others react to you* * Mine your treasure

DIVERSITY AWARENESS: MVP DVD * Know your audience * Be an inspiring team leader * *Be an encourager rather than a critic and always look for the best in people*

CONFLICT RESOLUTION: Take responsibility for your mistakes and shortfalls * *Solicit and embrace constructive feedback* * Strive to be an agreeable disagreeer * *Talk it out, don't write it out* * *How you say it can matter more than what you say* * Choose reconciliation over grudges * *Don't say something about someone else you'd regret if they heard* * Don't make an important decision when you're upset

CREATIVITY AND RESOURCEFULNESS: MVP DVD * *Set and periodically assess your goals* * Plan, don't procrastinate * Know the secret to a glowing performance evaluation

SPEAKING AND LISTENING: *Solicit and embrace constructive feedback* * Express yourself * *First impressions are huge* * Know your audience * *Be inquisitive when meeting others* * *Notice how others react to you* * *How you say it can matter more than what you say* * *Learn to speak comfortably in groups*

CRITICAL THINKING AND PROBLEM SOLVING: *Become a masterful decision maker*

ORGANIZATIONS, SYSTEMS, AND CLIMATES: MVP DVD * *Cultivate a servant's heart * Demonstrate the qualities employers value * Diversify your contributions to build your value and win promotions * Know the secret to a glowing performance evaluation*

LIFELONG LEARNING: Commit to being a lifelong learner * *Diversify your life*

JOB ACQUISITION AND ADVANCEMENT: MVP DVD * *Choose your major/career after conducting a comprehensive assessment of yourself and potential career matches * Build a winning competitive edge * Seek the wisdom of experienced pros * Build your sales force * Mine your treasure * First impressions are huge * Learn to persuasively market yourself * Likeability during the interview is huge * Consider career advancement opportunities when evaluating offers * Know the secret to a glowing performance evaluation * Demonstrate the qualities employers value * Diversify your contributions to build your value and win promotions*

TIME, TASK, AND RESOURCE MANAGEMENT: *Set and periodically assess your goals * Plan, don't procrastinate * Time is precious so use it wisely * Become a masterful decision maker*

CUSTOMER SERVICE: Know your audience * *How you say it can matter more than what you say * Cultivate a servant's heart * Don't whine; just do it * Preserve your reputation and integrity at all costs * Take responsibility for your mistakes and shortfalls * Regularly show appreciation and gratitude toward others*