

Ten Tips on Becoming A More Valuable Employee

With Canada losing 286,000 jobs in the first six months of 2009, you may be wondering if yours might be next. You can't be completely confident that your job is safe from the employment downturn; none of us can. However, there are things you can do to become more valuable to your employers and perhaps make your position a little more secure.

We've chosen 10 tips out of many on how to do this. Some may seem like no-brainers, and you may feel others are not that important. However, doing all of these things will go a long way in establishing your reputation as a valuable commodity in your organization.



Here are the first five tips:

1. **Ask management how you can be more valuable.** They will be very impressed you took this step. You will be spending more time on work that helps the company achieve their goals, not on work that helps you achieve your goals.
2. **Do what you said you would do, no excuses.** If it's absolutely impossible for you to keep your word, let that person know as soon as possible and point him/her to someone who can help or show him/her how it can be done. This demonstrates your reliability and concern for the other person's time and needs.
3. **Be proactive.** If you're done what needs doing, look for other things to do; don't just sit back and wait for someone to give you another assignment. This shows initiative and a desire to help the organization succeed.
4. **Embrace change.** If your company is reorganizing, help it go smoothly. If your company is implementing a new process, work with it, learn it, do it. So much time and energy goes into resistance, and usually "resistance is futile." Use the time and energy in making the change work for your company. Your commitment to organizational success will be obvious to all.
5. **Look the part of a valuable employee.** If your company has a business casual dress code, dress one step above. A pair of pressed dress slacks is just as easy to put on as a pair of khakis. Wear well-fitting, quality clothing. You'll demonstrate your concern for the company image and that you take pride in putting the best appearance forward.

These are easy things to work on, and they are key steps in becoming a more valuable employee. In our August issue we'll look at the rest of the ten steps. Join us then.

Be Sure Your Employees Feel Appreciated

Lack of appreciation is listed as the biggest cause of dissatisfaction at work. A hand-written note of thanks or congratulations will go a long way in showing you value the people who work hard to make the company successful. And when they feel appreciated, they are more willing to go the extra mile that is needed in this time of downsizing.



—Communications Tips—

Communicate by Personality

Now that we've examined the communication preferences and needs of Dominant, Interactive and Compliant personalities (as defined by DISC) let's finish up with the Steady ones:

- ◆ Provide a sincere, personal and agreeable environment.
- ◆ Ask "how" questions to get an opinion.
- ◆ Allow for and use visual illustrations.
- ◆ Present ideas or departures from the status quo in a non-threatening manner; give them a chance to adjust.
- ◆ Define their roles or goals in the ideas and plans.
- ◆ Provide assurances of support.
- ◆ Emphasize how their action will minimize their risk.

Quote

"There are a lot of things that go into creating success. I don't like to do just the things I like to do. I like to do things that cause the company to succeed. I don't spend a lot of time doing my favorite activities."—*Michael Dell*

"We treat our people like royalty. If you honour and serve the people who work for you, they will honor and serve you."
—*Mary Kay Ash*

To **subscribe**, just send an email to subscribe@dimension11.com.

We love to hear from you. Send **feedback** to annette@dimension11.com.