

# THREE STEPS TO GREAT ON-THE-JOB PERFORMANCE

NATIONAL GUARD  
**YOU CAN**  
SCHOOL PROGRAM

By building your workplace skills, YOU CAN do your job better, learn skills that will last a lifetime, and have more fun at work. Improve your workplace skills in three easy steps:

1

## LEARN HOW TO DO YOUR JOB.

- > Ask for training.
- > If you don't know how to do something, ask for help.
- > Be accountable for your responsibilities.
- > Ask for feedback.
- > Learn from your mistakes.

2

## ACT WITH PROFESSIONALISM.

- > Act with maturity, self-discipline, and honesty.
- > Be on time and dependable.
- > Develop your verbal and written communication skills.
- > Treat customers courteously.
- > Dress appropriately.

3

## BE A TEAM PLAYER.

- > Be open to others' opinions and feelings, even if they are different from yours.
- > Maintain a positive attitude.
- > Celebrate everyone's successes.
- > Offer to help your co-workers. Be willing to pitch in when necessary.
- > Look for ways to make team members feel needed and useful.