

# JOB SMART:

Tips for staying employed



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CAREER PLANNING • EDUCATION • JOBS

» Make the most of your future

Alberta  Government

## Career Practitioners and Educators

This book will help your clients succeed at work if they are having trouble maintaining employment. It will help them:

- understand the importance that personal qualities have on keeping work
- explore the skills, knowledge and attitudes necessary to maintain work
- determine what might interfere with reaching their goals

- explore strategies for problem-solving
- adopt behaviours that reflect a positive attitude about themselves and their work
- understand the value of taking responsibility for their actions

For more information on job maintenance skills, check out *Workability: What You Need to Get and Keep a Job* at **[alis.alberta.ca/publications](http://alis.alberta.ca/publications)**.

For articles to help your clients succeed at work, visit **[alis.alberta.ca/tips](http://alis.alberta.ca/tips)**. Go to Tips by Topic and under the Employment category click on any of the On the Job topics listed.

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Information in this publication was accurate, to the best of our knowledge, at the time of printing. However, legislation, labour market information, websites and programs are subject to change, and we encourage you to confirm with additional sources of information when making career, education, employment and business decisions.

The province of Alberta is working in partnership with the Government of Canada to provide jointly funded employment support programs and services.

**All photos in this booklet are for illustrative purposes only. They are not actual photos of any individuals mentioned.**

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# INTRODUCTION

Congratulations! The interview went well and you got the job. Now you want to make sure you keep it! You will want to continue making the good impression you did during the job interview because keeping the job is just as important as getting it.

## Is this book for you?

*Job Smart: Tips for Staying Employed* is a step-by-step guide to help you keep your job.

### It will:

- answer your questions about what your employer expects of you
- provide exercises to help you evaluate yourself as an employee
- give you advice on how to overcome some common workplace challenges

To find out if this book is for you, ask yourself these questions:

- Have I had several jobs in the past that didn't last very long?
- Have I left a job because of a disagreement with a supervisor or co-worker?
- Have I received feedback about having a poor attitude, not being on time for work or not being a team player?
- Have I had to turn down work or leave a new job because of personal issues in my life (e.g., childcare, transportation, substance abuse or health issues)?
- Do I find jobs where I feel over- or underqualified?
- Do I feel burnt-out, scared or unsure of my abilities at work?
- Do I see a pattern repeating in my employment history but feel unable to change it?

If you answered "yes" to any of these questions, this book is for you.

Check out the article *New Job? Here's How to Make a Good First Impression* at [alis.alberta.ca/tips](https://alis.alberta.ca/tips).





## Why does keeping a job matter?

We all know why employers want employees they can keep. If they find committed, loyal employees, the work gets done well and often faster—and that means continued business for them. But this book is about you, the employee. So, why does keeping a job matter to you? The following are some strong reasons to keep a job. Which ones are important to **you**?

- **A sense of pride.** Doing a job well can increase your confidence in yourself and in your skills. And knowing you contribute to a team can give you a sense of accomplishment and pride.
- **A steady paycheck.** It's no secret that knowing where your next paycheck is coming from is a major reason for keeping a job. You need money to support yourself and your family, so a regular paycheck is very important. Keeping a job can lead to financial independence and less stress about money problems.
- **Increased chance of job advancement.** Keeping a job for months or years gives you time to learn to do the job well and prove that you can be an asset to the business. This could lead to a promotion, new job responsibilities or an increase in your salary.
- **A good reference from your employer if you decide to change jobs.** In today's labour market, people change jobs more than ever before. Working at one company for several years looks good on a resumé. And, chances are, if your employer has kept you on that long, he or she will give you a positive recommendation if you decide it's time to try something new.

- **Opportunities to develop personal or technical skills.** Keeping a job can also mean opportunities to learn new skills. This could mean on-the-job training or attending a workshop. If you've been working in your job for some time, your employer is more likely to invest time or money in your training.

## Becoming job smart—what does it mean?

Employees who are job smart understand what it takes to keep a job. They respect their employers and co-workers and do their part to make their workplace a positive one.

Being job smart also provides a sense of security. That doesn't necessarily mean you'll have this job for the rest of your life, but it does mean you will have the skills to keep a job. And if this job ends, you can be confident in your ability to find and keep a job again.

High importance is placed on skills and attitudes in the workplace. You will use them at your current job and take them with you to your next job. Building up your skill sets increases your value to employers, and is a key part of being job smart. Job smart-ness results from building your work performance skills and attitudes to a level that allows you to adapt and thrive in the workplace.

The next few pages are designed to help you identify the job smart skills you have and those you may choose to work on.

# WHAT DO EMPLOYERS WANT?

Do you know what your employer expects from you? The following chart shows many of the qualities employers say make a valued employee. You may think these qualities only matter to your employer. But they don't. They matter to you too. The following chart explains how.


Check out the articles *Adding Value: Why It Pays to Help Your Employer Succeed* and *Six Ways to Stand Out at Work* at [alis.alberta.ca/tips](http://alis.alberta.ca/tips).



Valued employees...	Why it matters to employers...	Why it matters to you...
Have good attendance records. They show up for every shift they are scheduled for.	If you don't show up for work, it puts pressure on your employer to find someone to cover your shift. Or, your employer may think you've abandoned your job and may replace you.	Having a good attendance record shows you care about keeping your job. It also shows you are dependable.
Are on time, whether it's showing up for work, returning from breaks, going to staff meetings or completing tasks.	Time is money. Being late 10 minutes each day may not seem like much to you, but in a week, that equals an hour of work time. Delays in production and service can cause the business to lose customers or even close.	Being on time and meeting deadlines can help you keep your job.
Call if they know they will be late or if they are unable to make it in to work—but they don't abuse this privilege.	Calling if you will be late or absent allows your supervisor time to find a replacement or re-distribute work.	Calling if you will be late or absent is just good manners. It shows you care about your employer and co-workers and want to help them prepare for your absence.
Dress appropriately for the type of work they are hired to do.	What employees wear and how they present themselves to customers and clients reflects on the business. By looking professional, you're helping your employer and the business to be seen as professional.	Every day you make impressions on people. Show that you are confident and care about yourself by wearing clothing that is clean and appropriate for your job.


## Valued employees...

Have a positive attitude and show enthusiasm about their job.

 Check out the article *A Positive Attitude Will Help You Learn* at [alis.alberta.ca/tips](https://alis.alberta.ca/tips).

Are prepared. They come to work willing to do the job, pay attention and follow directions.

Work safely and are healthy. They come to work substance-free. This includes not using alcohol or drugs and making sure that over-the-counter medications don't interfere with their ability to do their job.

 Check out the articles *Are You Safe at Your Job?* and *Workplace Health and Safety: What's Your Hazard IQ?* at [alis.alberta.ca/tips](https://alis.alberta.ca/tips).

Ask if they don't understand something.

## Why it matters to employers...

Positive attitudes contribute to a positive work environment for everyone. Like your clothing, your attitude reflects on your employer and the business. If you have a negative attitude, customers and clients may see you—and the organization—as unprofessional and take their business elsewhere.

Employers value employees who are prepared and get their work done. That's why they hired you.

Employees who use substances are an important workplace health and safety concern for the employer. They are a danger to themselves and to their co-workers. Their behaviour leads to lost time in productivity and in injuries that result from their carelessness.

Employers would prefer you asked and did the job right the first time rather than do the task wrong and find out how to do it right later. Time is money.

## Why it matters to you...

We all like working with people who are positive about their work and the people around them.

By showing you can pay attention and follow directions, you're proving you can do the job. This can increase your confidence in your ability to become a valued member of the work team.

Being substance-free makes it easier to focus on tasks and keeps you and your co-workers safe on the job.

By asking questions, you show you're interested and want to do a good job.

Valued employees...	Why it matters to employers...	Why it matters to you...
<p>Are open to learning new personal and technical skills.</p> <div>  <p><i>Check out the articles</i> Take Charge of Your Learning at Work <i>and</i> Learning to Enhance Your Career at <a href="https://alis.alberta.ca/tips">alis.alberta.ca/tips</a>.</p> </div>	<p>Learning is constant—whether it's a new computer system or about a change in how to do things.</p> <p>Employers need workers who are willing to learn and adapt to new tasks or tools.</p>	<p>Learning is a survival skill. Not only can learning new skills help you succeed in your current job but knowing the latest skills can also help you if you decide to look for a new job. Sometimes we learn by trial and error.</p>
<p>Take responsibility for their mistakes while learning.</p>	<p>Taking responsibility for mistakes shows that you are willing to learn the right way to do the job.</p>	<p>We only learn from our mistakes if we take responsibility for them. Doing so also builds trust.</p>
<p>Are team players. They work well with others to achieve a common goal.</p>	<p>Employees who work well together ensure that tasks are completed faster and often more efficiently.</p>	<p>Being part of a team is a good feeling. It also contributes to a more pleasant work environment for everyone.</p>
<p>Take initiative. If they see that something needs to be done, they do it. They don't wait for someone to ask them to do it.</p>	<p>Employers appreciate employees who offer to help. With so much work to be done, employers need people who will act rather than wait to be told what to do.</p>	<p>Sometimes taking initiative will mean you get to do new tasks that you really like to do. Or it might mean that you get something done when things are slow so that the busy times are less stressful.</p>
<p>Are honest and trustworthy.</p>	<p>Employers have to trust employees with their business. That means handling money, opening and closing the shop, or just getting things done when the employer is not there. They need to know the people they hire are reliable.</p>	<p>We often expect to be treated in the way we treat others. Wouldn't you want others to be honest with you? Don't you want to be able to trust them?</p>
<p>Are knowledgeable about the company.</p>	<p>Employees represent the company to the public so employers value staff who are able to speak positively and knowledgeably about the company to others.</p>	<p>Knowing your role and how you fit into the company can help you do your job better and understand the pressures that other people are facing.</p>



Valued employees...	Why it matters to employers...	Why it matters to you...
Are flexible and adaptable to changes.	When job changes require a shift in direction, or information is uncertain, people who can "roll with it" and be open to changes make the process easier. Employers appreciate staff who can respond constructively to those changes without getting flustered.	Life is full of changes. Having the ability to adapt to the unexpected in a positive way can mean less stress in your own life, and you may even find that changes to routine add variety and keep things from getting too dull.

How many of these qualities describe you at work? Are there any areas where you could improve? Write them here so you can refer back to this section later.

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Knowing what employers expect of you is Step One. Rating yourself as an employee is Step Two.

### Showing up is important: An Employer's Story

A manufacturer in Red Deer, who hires workers and trains them on the job, takes pride in recruiting young workers and offering them their first well-paying job.

"My biggest frustration is people who don't show up," he said. "I hired one young man who had real talent, but he missed 29 days out of his first 67 days on the job. He left me with no choice but to let him go. I'm pretty flexible but how could we work anything out if he didn't show up?"

## Assess your personal and work attitudes, skills and knowledge

**Your work skills, knowledge and attitudes give you value in the workplace.**

You have different kinds of skills and knowledge. Some of your skills are "soft" skills such as communication and problem solving. You also have information skills, technical abilities, knowledge and the general experience you have gained over your lifetime.

Your attitude is just as important as your skills and knowledge. Positivity, initiative and respect are just some examples of a good work attitude.

Try the following exercise. Read each statement and check the response that best describes how often you apply these attitudes, skills and knowledge at work.

# JOB SMART ATTITUDES

“At work, I consider myself to be...”			
Yes	Sometimes	No	
<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<b>...Enthusiastic</b> <ul style="list-style-type: none"> <li>• I have a positive attitude at work.</li> <li>• I am eager to learn new skills and tasks.</li> <li>• I want to learn more about the organization I work for.</li> <li>• I ask questions.</li> <li>• I have a desire to work.</li> </ul>
<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<b>...Friendly, courteous and helpful</b> <ul style="list-style-type: none"> <li>• I make an effort to talk with customers and co-workers.</li> <li>• I use good manners and treat people with respect.</li> <li>• I pay attention to other people's feelings.</li> <li>• I know how to work in a team to get tasks done.</li> <li>• I offer to help others.</li> </ul>
<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<b>...Dependable</b> <ul style="list-style-type: none"> <li>• I show up for every shift I am scheduled for.</li> <li>• I get to work on time.</li> <li>• I don't take longer breaks than I am entitled to.</li> <li>• I finish the tasks I am given and I get them done on time.</li> <li>• I am accountable for my actions.</li> </ul>
<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<b>...Honest and ethical</b> <ul style="list-style-type: none"> <li>• I am truthful when dealing with others.</li> <li>• I can be trusted not to lie, cheat or steal from my employer.</li> <li>• I speak up if I witness something that seems dishonest.</li> <li>• I avoid listening to or spreading gossip.</li> <li>• I don't use work equipment (such as printers or photocopiers) for personal purposes.</li> <li>• I don't blame others for the results of my work and my actions.</li> </ul>
<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<b>...Independent and motivated</b> <ul style="list-style-type: none"> <li>• I get my work done without constant supervision.</li> <li>• I ask questions so I know what's expected.</li> <li>• I look for extra things that can be done.</li> <li>• I show initiative and offer help when a situation calls for it.</li> <li>• I take responsibility for results.</li> </ul>

## “At work, I consider myself to be...”

Yes	Sometimes	No	
<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<b>...Concerned about quality</b> <ul style="list-style-type: none"> <li>• I try to meet my employer's quality expectations.</li> <li>• I check the quality of my work.</li> <li>• I try to go beyond what is required.</li> <li>• I do my best at my job.</li> </ul>
<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<b>...Adaptable</b> <ul style="list-style-type: none"> <li>• I am willing to try new ways of doing things.</li> <li>• I am flexible when unexpected situations come up.</li> <li>• I don't expect to be able to control everything.</li> <li>• I am realistic about situations.</li> </ul>
<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<b>...Able to manage risks</b> <ul style="list-style-type: none"> <li>• I have a good understanding of the risks at my workplace.</li> <li>• I can predict the results of risky behaviour.</li> <li>• I know how much risk is acceptable in my line of work.</li> <li>• I never put anyone's health or safety at risk.</li> </ul>
<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<b>...Willing to learn and accept feedback</b> <ul style="list-style-type: none"> <li>• I'm eager to learn new things and to get input on how I'm doing.</li> <li>• I try to learn from my mistakes and I accept feedback without getting defensive.</li> <li>• I reflect on feedback, set learning goals and track my progress.</li> <li>• I find out about learning opportunities available at work.</li> </ul>



# JOB SMART SKILLS

“At work, I consider myself to be...”

Yes	Sometimes	No	
<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<b>...A good listener</b> <ul style="list-style-type: none"> <li>• I make eye contact and focus on people when they speak to me.</li> <li>• I use body language that shows I am paying attention.</li> <li>• If I need to, I ask questions to clarify my understanding.</li> </ul>
<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<b>...An effective communicator</b> <ul style="list-style-type: none"> <li>• I use appropriate language when I talk to people.</li> <li>• I answer the phone courteously and leave effective voice messages.</li> <li>• I am aware of my body language.</li> <li>• I notice other people's body language and I can pick up on nonverbal messages.</li> </ul>
<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<b>...A skilled negotiator</b> <ul style="list-style-type: none"> <li>• I know how to ask for something in a reasonable, specific way.</li> <li>• I can describe a situation or problem clearly and calmly, and I thoughtfully consider the other person's response.</li> <li>• I am willing to compromise and meet other people half way.</li> <li>• I make sure that both sides can benefit from an agreement.</li> </ul>
<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<b>...An efficient time manager</b> <ul style="list-style-type: none"> <li>• I plan ahead for how I will use my time.</li> <li>• I accurately predict how long things will take.</li> <li>• I prioritize tasks to use my time efficiently.</li> <li>• During slow times, I look for things to do to get ahead or keep busy.</li> </ul>
<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<b>...A safe worker</b> <ul style="list-style-type: none"> <li>• I can identify health and safety hazards at work.</li> <li>• I work safely and use tools and equipment in a safe manner.</li> <li>• I tell others if I see something unsafe.</li> <li>• I wear safety gear as needed.</li> </ul>

## “At work, I consider myself to be...”

Yes	Sometimes	No	
<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<b>...Good at reading and writing</b> <ul style="list-style-type: none"> <li>• I can follow and give written instructions.</li> <li>• I can take notes that others can understand.</li> <li>• I can read a text quickly and write clear, concise messages.</li> <li>• I can summarize material I've read in my own words.</li> <li>• I use correct spelling, punctuation and grammar.</li> </ul>
<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<b>...Good at using documents</b> <ul style="list-style-type: none"> <li>• I can read and understand forms, charts and diagrams.</li> <li>• I can follow instructions on signs and labels.</li> <li>• I can fill out documents on paper or online.</li> <li>• I can use a checklist and follow a schedule.</li> </ul>
<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<b>...Good at managing information</b> <ul style="list-style-type: none"> <li>• I know how to find and cross-check information from many reliable sources.</li> <li>• I know what information I need to form opinions and make sound decisions.</li> <li>• I adjust my opinions when new information is presented.</li> <li>• I keep confidential information to myself.</li> </ul>
<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<b>...Good at solving problems and making decisions</b> <ul style="list-style-type: none"> <li>• I identify problems or issues that need solving.</li> <li>• I think of and offer solutions to problems.</li> <li>• I consider several solutions before deciding which one is best.</li> <li>• I can see the pros and cons of different situations.</li> </ul>
<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<b>...Good with numbers</b> <ul style="list-style-type: none"> <li>• I can do money math, such as totaling a bill or making change.</li> <li>• I can use math for measuring and planning.</li> <li>• I can add, subtract, multiply, divide and work out percentages.</li> <li>• I can make estimates such as predicting how long it will take me to do a task.</li> </ul>
<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<b>...Good with computers and electronic devices</b> <ul style="list-style-type: none"> <li>• I know the basics of using a computer.</li> <li>• I can retrieve and save files, start a document and use a keyboard.</li> <li>• I can use email to send and receive messages.</li> <li>• I can operate the electronic equipment at my workplace.</li> </ul>



## “At work, I consider myself to be...”

Yes	Sometimes	No	
<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<b>...Well groomed</b> <ul style="list-style-type: none"> <li>• I am tidy and clean when I arrive at work.</li> <li>• I dress neatly in clothes that are acceptable for my workplace.</li> <li>• I know what my personal appearance says about me.</li> <li>• I follow my workplace policies and standards. (Being scent free is one example.)</li> </ul>
<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<b>...Capable of maintaining work-life balance</b> <ul style="list-style-type: none"> <li>• I understand how my work commitments affect my family.</li> <li>• I can balance my work, family and personal obligations.</li> <li>• I look after my health. I get enough sleep, eat well and exercise, and I know how to relax.</li> <li>• I have time for myself and for activities I enjoy.</li> </ul>
<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<b>...Able to recognize and deal with addictions</b> <ul style="list-style-type: none"> <li>• I know that addictions or addictive behaviours are harmful to myself and others.</li> <li>• I can identify the basis for such addictions and learn about the reasons.</li> <li>• I can admit to any addictions I may have and see them as something I can overcome.</li> <li>• If I have an addiction, I am willing and able to get help and follow treatment.</li> </ul>
<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<b>...Good at managing stress</b> <ul style="list-style-type: none"> <li>• I know from experience what causes me stress.</li> <li>• I understand that some stress is okay.</li> <li>• I can accept external stressors beyond my control, and manage the ones within my control.</li> <li>• I have coping techniques and strategies for stress. I don't take my stress out on others.</li> </ul>
<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<b>...Good at managing money</b> <ul style="list-style-type: none"> <li>• I have saving and spending goals and know how to plan for my money needs.</li> <li>• I follow a budget and make changes as needed.</li> <li>• I pay my bills on time.</li> <li>• I keep my personal finances separate from my work situation.</li> </ul>

# JOB SMART KNOWLEDGE

“At work, I consider myself to be...”

Yes	Sometimes	No	
<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<b>...Clear about what is expected of me</b> <ul style="list-style-type: none"> <li>• I understand my duties and my role at work.</li> <li>• I know about my job’s work standards and expected outcomes.</li> <li>• I understand where I fit among other employees and how I add value to the business.</li> </ul>
<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<b>...Properly trained</b> <ul style="list-style-type: none"> <li>• I know what training and qualifications are required for my job.</li> <li>• I have the training I need to do my job well.</li> <li>• I willingly participate in required on-the-job training such as safety courses.</li> <li>• I take advantage of optional training opportunities so I can advance in my job.</li> </ul>
<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<b>...Experienced</b> <ul style="list-style-type: none"> <li>• I have sufficient experience in my work. (My experience comes from past jobs or volunteering, or from part-time or temporary work in my field.)</li> <li>• I have life experience that I can apply in the workplace.</li> <li>• I know how to transfer my experience from one situation to another.</li> </ul>
<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<b>...Skilled</b> <ul style="list-style-type: none"> <li>• I know my own strengths and abilities.</li> <li>• I have all or most of the specific skills needed for my job.</li> <li>• I take courses and workshops to develop useful new skills.</li> <li>• I share my skills and knowledge with co-workers who are learning.</li> </ul>

## “At work, I consider myself to be...”

Yes	Sometimes	No	
<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<b>...Goal oriented</b> <ul style="list-style-type: none"> <li>• I set goals for myself and work to achieve them.</li> <li>• I put my goals in writing and update them as needed.</li> <li>• I write down simple, concrete steps I can take to achieve each goal.</li> <li>• I can identify barriers to my goals and think of ways to overcome those barriers.</li> </ul>
<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<b>...Satisfied and well adjusted</b> <ul style="list-style-type: none"> <li>• I know what my interests and values are.</li> <li>• My job is a good match for my interests and values.</li> <li>• I am open to developing new interests and seeing what opportunities they lead to.</li> </ul>



Have a look at your responses. Do you think your employer would agree with your self-assessment?

If most of your answers are “yes,” you have a good idea of what it takes to stay employed.

Where you answered “sometimes,” commit to doing those things more often so you can check “yes” next time.

Where you answered “no,” take a closer look and ask yourself why. Is the lack of particular attitudes, skills or knowledge affecting your work? If you’ve had trouble keeping a job in the past, could this be a reason?

Remember that answering “no” is not a negative reflection of your inner abilities or self-worth. It is simply a way for you to identify opportunities for growth or to find solutions to challenges.

## The importance of a positive attitude: An Employer’s Story

“Education, experience, knowledge and personal compatibility are factors our company takes into account when we hire tradespeople, construction workers and support staff,” says one manager at an Alberta utilities company.

“An individual with good personal skills can always learn the technical side of the job. The employees who stand out the most have great attitudes toward the company, are comfortable working with minimal supervision, are safety conscious, and are full of energy.”

Check out the article  
Do You Have the Skills  
Employers Want? at  
[alis.alberta.ca/tips](http://alis.alberta.ca/tips).



# MAKE POSITIVE CHANGES

Being job smart involves knowing how to build up your skills and attitudes, for increased job “resilience”:

- See difficulties as challenges, not mistakes. They are opportunities for growing and learning, not negative indicators of your own value.
- Be committed to tackling those challenges. Applying your heart and mind will make it happen.

- Have a sense of control. Focusing your time and energy on situations and events that you can control is a confidence-builder, and avoids those feelings of being unable to act.

The previous section helped you identify some potential challenges. Now that you’ve identified some areas where you may want to improve, identify the reason why that skill or attitude is a challenge for you. Write down the areas where you answered “sometimes” or “no” under the “Personal or work skill” column. Think about why that’s true for you and explain in more detail under “Reason.”

Personal or work skill/attitude	Reason
Example: <i>It is a challenge for me to show up for every shift.</i>	<i>I have children and my child care provider is unreliable.</i>
<i>It is a challenge for me to</i> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/>



Personal or work skill/attitude	Reason
<i>It is a challenge for me to</i> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/>
<i>It is a challenge for me to</i> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/>

Keep these in mind as you read the next section "How are your problem-solving skills?" It's designed to help you come up with ways to face workplace challenges and improve your job smart skills.

### Positive behaviour tip:



When you have a challenge, try to avoid the following behaviours:

- Permanence – Job smart workers see challenges as temporary, not permanent.
- Pervasiveness – Job smart workers don't let challenges or a bad experience affect other areas of their lives.
- Personalization – Job smart workers don't assign personal fault for challenges that happen...they assess circumstances and learn from them without casting blame.

## How are your problem-solving skills?

There's no such thing as a job without challenges. It's how you choose to deal with those challenges that matter. Below are some examples of challenges that you could face on the job. How would you handle the situation? Write down your answer on the lines below each example and see how it compares to our suggestions.

### Sample Challenge 1 - Late for work

Mark has been having trouble getting to work on time for the last few weeks. He does his best to get his three kids off to daycare and school each day, but sometimes things happen. Like when his four-year-old daughter had a tantrum at the breakfast table and spilled her juice down the front of his shirt. Not a good start to the day. Because he had to change clothes, Mark ended up being 10 minutes late for work—for the second time this week. What could he do?

#### Reflection questions:

- What does Mark have influence or control over?
- Who are the people involved? Who does this affect?
- What are some changes that would give better results?

Possible solution:

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#### Some suggestions:

- Mark could try to feed the kids before he gets dressed so there is no chance of spills getting on his work clothes. This could mean getting up 15 minutes earlier.
- He also might want to keep a clean shirt at work for emergencies.
- Mark could also talk to his supervisor. By letting his supervisor know he is a single dad and is responsible for getting his kids off to school in the morning, it helps his supervisor understand why he is sometimes late. Without an explanation, his supervisor might think he doesn't care about being on time.
- Mark could describe what a typical morning is like for him and let his supervisor know how much those extra minutes in the morning would mean to him.

Maybe there's a way Mark's supervisor can change Mark's work schedule to have him start later in the morning or perhaps work later afternoon or evening shifts. Mark and his supervisor might be able to work out an arrangement where he could come in 15 minutes later in the morning and stay 15 minutes later at the end of the day or take a shorter lunch break.

## Sample Challenge 2 - Problem with a co-worker

Lien is having a problem with a co-worker. They just don't seem to get along. Lien gets upset when her co-worker points out her mistakes to everyone nearby, like the time Lien was trying to use the cash register and it got jammed. Lien believes her co-worker treats her this way because she doesn't like her. What could she do?

### Reflection questions:

- What does Lien have influence or control over?
- How can Lien best make her feelings known to her co-worker?
- Who should be involved in resolving the problem?

Possible solution:

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### Some suggestions:

- Lien could talk to her co-worker about her concerns. She could pick a time when they both have a private moment to talk. It's important for Lien not to yell or get angry. That will only make the problem worse. She could tell her co-worker how she felt when she spoke loudly about the cash register.
- Lien shouldn't blame the person, but she needs to explain her feelings in a polite but firm way. She could try something like: "I felt embarrassed when you were fixing the cash register and talking loudly about what I had done to jam it."
- After talking with the co-worker, if the problem still exists, Lien could discuss her concern with her supervisor. She could tell her supervisor that she tried to resolve the problem with the co-worker and then let her supervisor handle the situation from there.

Check out the articles *Talking It Out: Resolving Conflict at Work* and *Handling People Problems at Work* at [alis.alberta.ca/tips](https://alis.alberta.ca/tips).



### Sample Challenge 3 - Too much work to do

Antonio enjoys his job in the mailroom but lately he's been feeling swamped. Whenever he turns around, someone needs a letter tracked down, someone has a rush delivery or more mail comes in and needs to be sorted and delivered. He's trying his best to keep up but it's been getting hard to keep on top of everything. In fact, some things have slipped through the cracks. Antonio feels terrible and wants to do better. But he can't keep working through his lunch break to get things done and staying up at night thinking about things he may have forgotten to do. What could he do?

#### Reflection questions:

- What does Antonio have influence or control over?
- What are the consequences if the situation continues?
- Who can Antonio discuss this with?

Possible solution:

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#### Some suggestions:

- Antonio could talk to his supervisor. Being busy is one thing, but being constantly overloaded might indicate a workload problem.
- If he's stressed out at work and rushing to get things done, a mistake could happen.
- It's natural to worry about his supervisor's reaction, but Antonio should explain that he can do the job but the pace is too difficult for one person to manage. Most employers will be happy he came to them before a major problem occurred and will try to improve the work environment. That could mean
  - watching Antonio do his work and making some suggestions
  - reassigning some tasks to another person
  - hiring more help in the mailroom at busier times.

Check out the articles  
Coping With Stress  
at Work, Overcoming Job  
Challenges and Time-Saving  
Tools for Busy Lives at  
[alis.alberta.ca/tips](https://alis.alberta.ca/tips).



## Sample Challenge 4 - Dealing with a supervisor who isn't easy to talk to

Karen is having trouble talking to her supervisor about how she feels about her job and about their relationship. She doesn't think her supervisor likes her work. Although Karen's tried to talk informally to her about the problem several times, her supervisor never seems to have the time or interest. What could Karen do?

### Reflection questions:

- If Karen continues to avoid the problem, what might happen?
- If informal conversations aren't working, what other approaches might help?
- Who else could Karen talk to at work to help solve the problem?

Possible solution:

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### Some suggestions:

- Since Karen has tried to talk to her supervisor several times and had no success, perhaps she needs to be more assertive. The problem will only become bigger if she doesn't do something about it now.
- She could try to schedule a meeting with her supervisor instead of trying to speak informally.
- If meeting with her supervisor doesn't improve things, Karen could try talking to her co-workers to see if they have any ideas about how she could work better with her supervisor.
- She could also try talking to the manager of the department or perhaps someone in human resources if she is unable to resolve the situation herself.
- If Karen still sees no change, she may want to think about moving to a position where she reports to someone else.



Check out the article  
Communicating  
With Confidence at  
[alis.alberta.ca/tips](https://alis.alberta.ca/tips).





## Sample Challenge 5 - Having trouble keeping up with new technology

Chris has just re-entered the workforce after a long period of time and he's having trouble keeping up with the new technology. How will he ever learn it all? He's starting to feel stressed and it's beginning to affect his work. What could he do?

### Reflection questions:

- Who could Chris talk to for ideas about how to cope?
- What could he do to become more comfortable with the technology?
- How could Chris use this situation to make a positive impression on his supervisor?

Possible solution:

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### Some suggestions:

- Chris could talk to his supervisor about some extra training courses he may be able to take to upgrade his skills.
- By taking ownership of the problem and coming up with a solution, his supervisor will see that Chris is sincere about learning the skills he needs to do the job more effectively.

Check out the articles *Learning to Enhance Your Career* and *Many Training Paths Develop Skills and Knowledge* at [alis.alberta.ca/tips](https://alis.alberta.ca/tips).



## Sample Challenge 6 - Asking for time off work for a personal issue

Maria's last employer fired her for abandoning her job. She didn't mean to abandon it—in fact she didn't think that she had. Maria comes from a large family out of town and when someone from her culture dies, it's traditional that family members attend the funeral and participate in the family mourning period, which can last for several days. She didn't realize that she needed to discuss and negotiate attending the funeral with her former employer. Now her uncle has also passed away. What could Maria do to make sure she doesn't jeopardize her current job?

### Reflection questions:

- What would be a good first step for Maria before she makes any decisions?
- What are some compromises Maria could make if the company policy doesn't offer much bereavement leave?
- How could Maria explain the situation to her family so that she finds it easier to balance their expectations with her work obligations?

Possible solution:

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### Some suggestions:

- Maria could ask her supervisor about the company's policy for bereavement leave, to understand who is considered an immediate relative and the length of time allowed for leave.
- She might be able to negotiate the necessary time off using a combination of bereavement leave, earned holiday time or unpaid time. Or she might decide to attend only portions of the funeral rites (the wake, the service, the reception or the mourning period).
- Maria could explain to her family the importance of this job to her. She could tell them that her employer is showing respect for Maria and her family by giving her time off and that she also needs to show respect to her employer by not taking too much time. She could explain that she needs to balance her personal life and her work life.
- Maria may be able to show respect and help her family members in other ways, such as sending flowers, food or money for the service instead of personally attending.

*Check out the article Grieving in the Workplace: Coping With Loss at [alis.alberta.ca/tips](https://alis.alberta.ca/tips).*



There's no such thing as a job without challenges. It's how you choose to deal with those challenges that matters.

## Sample Challenge 7 - Dealing with sexual harassment

Verna's supervisor was too friendly to all the women at work. He stood too close to them and touched them in inappropriate ways. Her co-workers warned her about him when she started. One night when she was working late he touched her in a way that made her feel uncomfortable. He said if she told anyone she could lose her job. What could Verna do?

### Reflection questions:

- What could Verna say to her employer to make him stop?
- Who else could she approach at work about this?
- If Verna is too scared to talk to anyone at work, what are some other ways to get the message across?

Possible solution:

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### Some suggestions:

- Verna shouldn't ignore the way she is feeling. She should tell her boss to stop and let him know that if he continues she will report him to the manager, the union or the employee association.
- She could even write him a letter telling him to stop and keep a copy of the letter for herself in case she chooses to file a complaint with the Alberta Human Rights Commission. Her complaint must be made within 12 months of the alleged incident or the Commission will be unable to investigate.



*Check out the articles Talking It Out: Resolving Conflict at Work, Sexual Harassment: What You Need to Know and Bullies at Work: What to Know, What You Can Do at [alis.alberta.ca/tips](https://alis.alberta.ca/tips).*

### If you need to make a complaint...

Some challenges in the workplace can be very serious and should be dealt with as soon as possible. If you need to make a complaint, remember that some laws and regulations are time-sensitive, which means that you only have a certain number of days to make a complaint. The people in organizations such as unions, employee associations, Employment Standards offices and the Alberta Human Rights Commission must follow those guidelines. You may be unable to pursue a complaint if you allow these deadlines to pass. For more information on these organizations, see the "Resources" section at the back of this book.

## Is a personal problem preventing you from keeping a job?

Sometimes the challenges we face in our personal lives can affect our jobs. Anger management problems, substance abuse, and lack of child care or transportation are some examples.

To determine if a personal problem is preventing you from keeping a job, start by asking yourself these questions:

- Have you recently had an outburst of anger at work? Do you want help to control your temper?
- Do you have a personal issue that is causing you to be late or absent from your job on a regular basis (e.g. drug or alcohol use, problems arranging child care or trouble finding transportation to work)?
- Do you suffer from depression or another condition that is affecting your job?
- Do you feel pressure from debts piling up or from exceptional or unplanned expenses?

These problems can be serious. If a personal problem is affecting your job, now is the time to do something about it.

### Where should you start?

First, consider improving the situation on your own. Try these steps:

- Take a minute to relax. Take a couple of deep breaths. This will help slow your heart rate and you will begin to calm down.
- Think about the problem. Write it down if that helps.
- Brainstorm some possible solutions. You might want to ask a friend or family member for help.
- Think about each solution. Can you see yourself doing it? If not, why not?

- Think about the good and bad points of each solution.
- Choose one solution to try first.
- Break it down into smaller steps so you can see how the plan will work.
- Take action, one step at a time.

### Example

Let's say you found a great job but it's outside of the city you live in. It would take 20 minutes to get there by car, but that's the problem—you don't have a car.

#### STEP 1

Relax. Try the deep breathing we mentioned.

#### STEP 2

Think about the problem and write it down: *I found a great job but I don't have transportation to get there.*

#### STEP 3

Brainstorm possible solutions. Examples:

- Research buses and bus routes in your area.
- Borrow a car from a friend or family member.
- Ask the employer how he or she gets to work.
- Ask the employer if there are any co-workers who live in your area that you may be able to arrange to carpool with.
- See if there is a neighbour, friend or family member you could carpool with.

## STEP 4

Make a list of good and bad points about the solutions you came up with. For example:

- For borrowing a car from a friend or family member:  
**Good:** *You can drive yourself to work and don't have to rely on someone else.*  
**Bad:** *You may not be able to relax knowing the car does not belong to you.*
- For carpooling with a co-worker:  
**Good:** *You get to work. You make a new friend. You save on gas between the two of you. Carpooling is better for the environment.*  
**Bad:** *You could have to walk or take a bus in the cold to get to your meeting place each morning.*

## STEP 5

Choose one solution to try first. For example, you decide to see if it is possible to carpool with a co-worker who lives nearby.

## STEP 6

Break down the solution into smaller steps so you can see how the plan will work. For example:

- Talk to your co-worker about the idea of carpooling. Make the idea attractive by offering to pay half the money for gas. Agree to re-evaluate the agreement at a later date—for example a month from now—to make sure this arrangement still works for both of you.
- If the co-worker agrees, decide on a place and time that is convenient to meet.

- Test your route to the meeting place the night before to make sure you will be there on time and won't miss your ride.
- Arrange to call the co-worker in the morning to let him or her know you will be at the meeting place at the agreed time.
- Investigate other options throughout your month-long trial period in case this arrangement doesn't work out, or in case your co-worker is sick and can't pick you up one morning. Remember, you still need a back-up plan so you can make it to work.

Choose one solution to try first. For example, you decide to see if it is possible to carpool with a co-worker who lives nearby.

## STEP 7

Take action.

## Solutions assessment

Now that you know the steps to problem solving, think back to the personal or work skills you wrote down at the beginning of this section. How can you use the steps to help you face your workplace challenge?

List your challenges and reasons from pages 16 and 17, this time with solutions.



Personal or work skill/attitude	Reason	Solution
Example: <i>It is a challenge for me to show up for every shift.</i>	<i>I have children and my child care provider is unreliable.</i>	<i>My sister is able to look after my children after school until I pick them up after work.</i>
<i>It is a challenge for me to</i> _____ _____ _____ _____ _____	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____
<i>It is a challenge for me to</i> _____ _____ _____ _____ _____	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____
<i>It is a challenge for me to</i> _____ _____ _____ _____ _____	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____

You're on your way to solving the problem when you:

- take responsibility for personal issues
- ask for help
- do research
- want to make a change

Good for you! Solving a problem on your own is not always easy. Feel proud and give yourself a pat on the back.

Not all personal or workplace problems can be solved alone. Some may be too difficult, so don't be afraid to ask for help. Start with people you trust, like your friends and family. What the problem is may determine whom you need to talk to—maybe it's your employer, a co-worker or a counsellor.

Refer to the "Resources" section at the back of this book for more places to ask for help.

## Face a personal issue head-on: Wei's story

Wei recently graduated from high school and moved to Lethbridge to find work. He was hired at the first job he applied for—working at one of the most popular fast food restaurants in the city. The job was perfect for him since he liked the fast pace and enjoyed working with the public. Sometimes, though, he would get angry if customers had problems with their orders or if his co-workers made mistakes and he had to take the heat. Once Wei threw a salt shaker and it hit the wall. He didn't mean to get so angry. It just happened. Another time he yelled at a co-worker and made her cry. He apologized to her later but still felt terrible about what he did.

### Reflection

- How would customers feel if they were a witness to Wei's behaviour?
- How much responsibility for his actions should Wei have?
- What can Wei do to control his anger?

Wei recognized his angry outbursts were beginning to affect his work, and he wanted to change. He did some research and found out about an anger management support group offered by his local hospital. Wei began going to meetings twice a week and found it helpful to talk to other people who had difficulty controlling their tempers. He took the tips he learned at the sessions and put them into action. When faced with a stressful situation on the job, Wei learned how important it is to breathe and take a time out. It was difficult for



him at first, but he soon got the hang of it and found he was able to control his outbursts.

Today Wei is a much happier person because he was able to get help managing his anger. He uses the skills he learned through the support program both at work and in his personal life.

### Why this works

Wei's job may have been on shaky ground if he hadn't recognized his outbursts at work were becoming a problem. He followed the steps we told you about earlier to solve the problem. He identified the problem, he researched solutions, and he took action by using small steps first. Today, Wei is doing well and is now an assistant manager of the restaurant.

## Who can help?

If you decide to talk to your supervisor about the personal problem that is affecting your work, choose a time when your supervisor is not busy and has time to talk to you. Be prepared to discuss not only the problem but also possible solutions. Bring a list of possible solutions you have come up with and let your supervisor know about any actions you have taken to improve your situation. Ask for your supervisor's help in resolving your situation.

Check out the article *Mentoring: Finding and Working With a Mentor* at [alis.alberta.ca/tips](https://alis.alberta.ca/tips).



Your employer may not want to or be able to help you. Don't be discouraged if that happens. Not all employers will have the time or the interest to help you. Be brief when explaining your personal problem. In other words, don't tell your life story. Identify the problem and tell your supervisor the steps you've tried to resolve the problem and how that has helped. Then ask your supervisor for the help you would like from him or her, and explain how you think it will make a difference.

You may not feel comfortable talking to your supervisor if your problem is more personal (such as substance abuse or problems at home). Consider talking to a personal counsellor. Counsellors can help by offering support, directing you to other professionals or just offering an ear to listen.

There's help available. Just ask Maggie, whose story is next. She's recovering from substance abuse and knows how personal problems can make it difficult to keep a job. Today she's grateful to be working at a job she enjoys, making her own money and supporting her family.



## Overcome personal challenges: Maggie's story

Maggie is a single mother of two who has spent most of her adult life moving from job to job—everything from working as a waitress to cleaning houses and babysitting. Finding a job with higher pay was often difficult for Maggie because she had dropped out of school in the tenth grade. And when she did find a job, the challenges of being a single mother with an addiction often prevented her from keeping it.

### Reflection

- What decision should Maggie make first in order to get a more stable, better-paying job?
- Once she has found a direction, what is the first problem she should solve?
- Who might Maggie turn to for help with personal issues that are interfering with her success?

Maggie wasn't happy, so she decided to make changes in her life. Her goal was to become a rehabilitation therapist, so that's just what she did. First she dealt with her substance abuse issues so that she could be successful in school. Then after completing high school, Maggie earned a college diploma in rehabilitation therapy. She soon found that the field of rehabilitation therapy was not for her and she began to feel burned out.



She took some time to re-evaluate her job priorities. With the help of Alberta Job Corps, Maggie was hired at an auto parts wholesaler in Edmonton. So far she's received two raises since she began working there and is very happy in her job.

This is her advice for others who may be having trouble keeping a job: "Consider seeking counselling if a personal problem is preventing you from finding job success. There's nothing to be embarrassed or scared about."



### Why this works

Maggie is succeeding at her new job because she had the courage to make some major changes in her life. First, she got help for her substance abuse. This didn't happen overnight. Sometimes it was a real struggle but she didn't give up. Then, she came up with a plan of action for the type of work she wanted and went for it. Her first choice didn't work out, but now Maggie has a job she enjoys. She supports her family, is more self-confident and has a strong sense of independence.

In addition to Maggie's substance abuse problem, she also faced another barrier to finding and keeping a good job: her lack of education. Because Maggie had dropped out of school in grade 10, she needed to upgrade her skills and finish high school before she could pursue additional education and the work she wanted.

For more information about counselling services or education and training options, refer to the "Resources" section at the back of this book.

## Is something stopping you from making a change?

Now that you've identified some of the areas you may want to improve to help you keep a job, how do you feel? Are you prepared to make changes? If you're not sure, ask yourself why.

If you're prepared to start making the changes to keep your job, good for you! You're ready to take action. But what if you're not ready? Maybe you don't know how to start.

There are three steps to making a change:

1. Recognize the need to change
2. Make a commitment to change
3. Take action

By recognizing how your current behaviour is affecting your employment and wanting to do something about it, you've already completed the first stage of change. Now make a commitment to yourself that you are going to do what it takes to become job smart.

When you're ready to take action, follow the problem-solving steps explained in the previous section. Look to the people you trust for support to help you make these positive changes and ask for help when you need it.

## Are you feeling discouraged?

Be patient. You may not receive instant recognition once you decide to make a change. For example, if you are often late for work and you show up on time (or even early) for one week, your employer might not notice. Hang in there. Some theorists suggest you need to repeat behaviour seven to 21 times before it becomes a habit. And remember, just because your supervisor doesn't say anything about you being on time doesn't mean he or she didn't notice. Besides, what's most important is that *you* know you're on time.

If you find yourself returning to your old behaviour, it's important not to get discouraged or give up. New behaviour takes time. Think back to the reasons you wanted to change in the first place. Find new motivation and start again.

*Check out the article Moving From Self-Defeating to Powerful Though at [alis.alberta.ca/tips](https://alis.alberta.ca/tips).*



Set goals for yourself. For example, if you have problems getting to work on time, set a goal to be on time for one week straight. Then try two weeks. Then a month.

Another tip for staying on track? Find support from family and friends. Share your successes with them and they can offer you the encouragement you need to continue. Reward yourself when you've reached your goal.

It all comes down to this: what have you got to lose by trying? Have the courage to make a change and show your employer you deserve to keep your job. It takes work—sometimes a lot of work—but there are benefits. Think about it the next time you pay the rent or your mortgage on time, have enough money for food or clothing or are able to buy something special for your family. Isn't it worth it?

## Are you happy in your job?

Sometimes the reason people move from job to job is that they are unhappy with the work. It could be that you are overqualified and don't find the work to be challenging. Or, it could be that you feel underqualified because you don't have the skills, the education or the training to do the job you have been hired to do. If that's the case for you, maybe it's time to do some career planning.

*Check out the articles*

*Career Planning – An Overview, Parting Company – Leaving a Job Without Burning Bridges, How Does Your Attitude Measure Up? and Job Enrichment Strategies at [alis.alberta.ca/tips](https://alis.alberta.ca/tips).*

Also visit CAREERinsite at [alis.alberta.ca/careerinsite](https://alis.alberta.ca/careerinsite) for tools and information on exploring your career options.



In the "Resources" section at the back of the book, you'll find a list of publications, websites and employment centres that can help you with your career plan. Career planning takes some work and some time to consider your options and get the appropriate training. Therefore, you may need to hang on to your current job until you are ready to make a move. Also, if you do decide to move on from your current job, try to line up another job before you leave the one you have.



## Know when it's time to move on: Eloise's story

Eloise is a single mother of five who has been faced with stress in her job and in her personal life. She spent five years working as an aide for a Grade Two teacher, and although she always loved her work, being around children eight hours a day, five days a week proved to be too much. She wasn't happy in her job and it was affecting her personal life. So she decided to make a change.

### Reflection

- If your job is not a good fit for you, what are your options?
- Could going back to school be worthwhile, in spite of the time and money needed?
- What mindset do you need to make big life changes?

Eloise had always had an interest in business, so she enrolled in a business administration program. Today she is an administrative assistant for the provincial government and recently marked her one-year anniversary in the position. She likes her job because the work is challenging. She makes more money than she did before, and she has her weekends off to spend with her children. And best of all, she has more self-esteem now.

What advice does Eloise have for others who may be thinking about looking for a job they can keep? "Take a chance on finding a job that's right for you, and stay positive because good things will happen if you believe they will."



### Why this works

Eloise is succeeding at her new job because she recognized it was time for her to find a new job. She wasn't happy working as a teacher's aide and it was beginning to affect her personal life in a negative way. Life is too short to stay in a job where you're not happy.

Eloise's positive outlook and her willingness to be trained in a field of her choice helped her to get a job she finds challenging and rewarding—a job she is working hard to keep.

# WHAT DO EMPLOYEES WANT?

Surveys show employees want a job where:

- the work is meaningful
- they are recognized for their contributions
- the people are positive
- the workplace practices are fair
- they feel safe
- they have the resources they need to do their work
- their opinions are heard
- they get paid a fair wage

## Job satisfaction survey

How does your job rate? Answer “yes” or “no” to the following questions.

Yes	No	
<input type="radio"/>	<input type="radio"/>	Does the work you do mean something to you? Does it make a difference in your life or in the lives of others?
<input type="radio"/>	<input type="radio"/>	Does your supervisor recognize and thank you for the work you do?
<input type="radio"/>	<input type="radio"/>	Have you been recognized for going the extra mile on a project or finishing work before a deadline?
<input type="radio"/>	<input type="radio"/>	Do your supervisor and your co-workers have positive attitudes?
<input type="radio"/>	<input type="radio"/>	Are the workplace practices at your job fair? Are workers treated with respect?
<input type="radio"/>	<input type="radio"/>	Do you feel safe at work? Does your employer follow safety guidelines and provide safety training to employees (e.g. conduct fire drills, provide safety manuals)?
<input type="radio"/>	<input type="radio"/>	Does your employer provide you with all the resources (equipment, tools, supplies) you need to do your job?
<input type="radio"/>	<input type="radio"/>	Are you able to say what's on your mind and be heard by others? Do you feel your ideas and opinions matter to your employer?
<input type="radio"/>	<input type="radio"/>	Are you paid for the work you do with a regular paycheck? Is the wage rate reasonable?

If you didn't answer "yes" to all of the previous questions, the next section can help you find ways to help create the type of workplace you want.

## Contribute to a positive workplace

There are lots of ways you can help make your workplace a better place to work. Start with these ideas:

- develop positive relationships with your supervisor and co-workers
- put your best foot forward
- communicate with confidence
- stay positive

## Develop positive workplace relationships

When employers say they want an employee who is a team player, they mean someone who works well with others and is comfortable contributing to team efforts. In order to succeed at your job, one of the most important things for you to do is develop positive working relationships with your supervisor, your co-workers and your customers or clients. That doesn't mean you have to become friends with everyone you work with—if you do, consider that a bonus—but make an effort to be friendly and positive.

Here are some tips to help you develop positive workplace relationships:

- Be friendly, be polite and smile.
- Listen to others when they are speaking.
- Make small talk about current events or the weather, but avoid sharing personal problems or gossiping about staff or supervisors.
- Offer assistance to your co-workers if they need it.
- Ask for help if you need it.
- Avoid complaining about your job.
- Avoid dating co-workers.

Sometimes you'll find that despite your best efforts, not everyone you work with will have a positive attitude. Don't let others bring you down. Continue to stay positive and focus on the tasks at hand.

*Check out the article How Does Your Attitude Measure Up? at [alis.alberta.ca/tips](https://alis.alberta.ca/tips).*



## Put your best foot forward

Your personal presentation is the first thing others notice about you and can set the tone for your working relationship. Remember to shower regularly, use deodorant, brush your teeth, wash and comb your hair, and have clean hands.

The way you dress is also important. That doesn't mean you need to spend a fortune on a new wardrobe, but your clothes should be appropriate for the work you do. You can find good bargains at second-hand or consignment clothing stores. As long as the clothes are clean and neat, you'll make a positive impression. Remember, your employer expects you to represent the company in a positive way, so clothes that are too short or too tight should not be worn to work.

## Communicate with confidence

Communication problems often lead to relationships breaking down. This includes the relationship you have with your employer and your co-workers. Knowing how to communicate effectively is an important skill to have both on and off the job.

To help yourself communicate better, follow these tips:

- Relax.
- Think before you speak.
- Speak clearly and confidently.
- Make eye contact with the person you are speaking to.
- Smile.

Listening is an equally important part of communicating effectively. To help yourself listen better, follow these tips:

- Pay attention.
- Show interest in what the person is saying.
- Let the person who is talking finish what he or she is trying to say. Don't cut them off.
- Stay focused.
- Ask questions if you don't understand or if you need to clarify something.
- Listen to the person's tone of voice to help you understand the message.

Knowing when to be lighthearted and funny and when to be serious is also a good skill to learn. When you enter a room, take note of the atmosphere before making a joke. Humour is not appropriate for every situation.

*Check out the articles **How to Succeed at Work** and **Don't Become Stalled: Avoid Workplace Traps** at [alis.alberta.ca/tips](http://alis.alberta.ca/tips).*



## Stay positive

Many people spend between 20 and 45 hours per week at their job, so why not make it as positive an experience as possible? Your attitude says a lot about you. In fact, a positive attitude can often be a determining factor in whether or not your employer chooses to keep you on. Show your employer you care about your job and that things are going well in a way that fits your own personality.

Here are some tips on staying positive at work:

- Focus on the good things that happen during the day.
- Get your work done.
- Help a co-worker.
- Apologize if you make a mistake.
- Take assigned breaks to stay rejuvenated.
- Smile.

## Keep busy on the job: An Employer's Story

"To us, the employees who stand out are the ones who are willing to learn, are outgoing, have good thinking skills and are able to work well with others," said the production manager of a custom woodworking shop in Edmonton.

One of his best new employees is Lisa, a single mother. After only a few weeks with the company, her employer is already considering giving her a raise. "She's a model employee because she's outgoing, has a great attitude about the job and is willing to learn. And if I am busy, she's not afraid to approach other staff and ask if she can help or just pick up a broom and start sweeping. She takes initiative and that's great to see."





## Good employer/employee relationships: Katrina's story

Thirty-year-old Katrina has facial piercings—a look that some of her previous employers did not like. With her unique appearance, Katrina struggled to fit in with the work culture at many previous jobs. Some managers treated her differently because her look did not mesh with the workplace culture. One supervisor even limited her duties to working in the back office, saying she didn't look professional enough to interact with customers.

Her managers' attitudes began to affect Katrina's confidence in herself. It was hard to stay motivated when she was being judged on her appearance instead of her work skills. Instead of talking things out with her managers, Katrina found it easier to just move on.

### Reflection

- If your appearance is unique, how can you establish it won't affect your work?
- How can you create good open communication between you and your supervisor?
- What are some examples of how a positive relationship with your employer might benefit your personal development and attitude?



Today, Katrina works full time in a metal cleaning and polishing shop in Edmonton. She has a variety of responsibilities—everything from cleaning and polishing metal to organizing merchandise and preparing orders for customers. Her supervisor acknowledges Katrina's good work habits. He has also noticed that many customers compliment Katrina on her unique look.



Katrina is happy to admit that she likes going to work these days. She has more self-confidence now and encourages other people who are having trouble establishing a good fit with an employer not to give up. “Talk to your supervisor about your concerns. Work out an arrangement that you are both comfortable with,” she says.

### Why this works

Katrina’s relationship with her current employer works for a number of reasons. It starts with good communication.

When Katrina was hired, she and her employer talked about her unique appearance. Katrina was able to show that how she looked wouldn’t interfere with her ability to do the job. Her employer gave her opportunities to show her abilities. Katrina responded by opening up and doing her very best. Both her employer and her customers notice her efforts, and Katrina feels valued and understood as a result.

Katrina’s positive attitude is an important factor in helping her keep her job. She likes her work and takes pride in doing it well. This creates a good working environment for everyone around her.

Katrina appreciates the job she has now—and it shows.

## Find a good fit with an employer

Finding an employer that is a good fit for you is very important when you’re looking for a job to keep. By good fit, we mean an employer who:

- appreciates the skills you have to offer and helps you develop new skills
- shares your positive attitude about the job
- makes you feel comfortable enough to communicate with—especially about personal issues that may affect your job (e.g. children’s appointments, health problems, cultural issues)

Determining what you want in a job is just as important as understanding what employers want in you as an employee. If your job meets all or most of the points we told you about in the beginning of this section, consider yourself lucky. Not everyone can say the same.

To keep the job you have, continue developing your job smart skills and don’t be afraid to look for ways to exceed your employer’s expectations. If there’s a project you can volunteer to help with, do it. If a co-worker is away from work and you see your employer is in a tough spot, jump in and offer to help. If you see an opportunity for training or education that you think will help you do your job better, tell your supervisor about it.

By going the extra mile, you’re showing your employer you want to continue on the road of employment.

*Check out the articles 5 Ways to Shine at Work and Work Relationships: Learn to Manage Your Manager at [alis.alberta.ca/tips](https://alis.alberta.ca/tips).*



# RESOURCES

## Looking for more information on career planning, finding work, or education and training options?

Alberta Government resources help Albertans make informed career, learning and employment decisions. You can access information about training, finding work and the labour market by

- visiting the Alberta Learning Information Service (ALIS) website
- contacting the Alberta Career Information Hotline
- visiting an Alberta Works Centre

### Click: Alberta Learning Information Service (ALIS) website

**[alis.alberta.ca](http://alis.alberta.ca)**

ALIS is Alberta's leading online source for career, learning and employment services and information. Here you'll find the resources you need for making the most of your future, including

- CAREERinsite—online career planning activities and exercises to generate occupational options and develop an action plan
- OCCinfo provides up-to-date information on Alberta's occupations and educational programs and schools. Browse through more than 550 occupational profiles and learn about
  - duties and working conditions
  - education and certification requirements
  - employment outlook and advancement opportunities
  - wage and salary ranges
- Tip articles—more than 140 on career, learning and employment topics.
- a variety of career, learning and employment publications

- occupational videos—video clips providing information about different occupations
- work search resources, job banks, company and industry research links and more

### Call: Alberta Career Information Hotline

Call the hotline for answers to your questions about

- career planning
- occupations
- labour market information
- work search skills
- the workplace

Phone: 1-800-661-3753 toll-free

Phone: 780-422-4266 in Edmonton

Email: [hotline@alis.gov.ab.ca](mailto:hotline@alis.gov.ab.ca)

Website: **[alis.alberta.ca/hotline](http://alis.alberta.ca/hotline)**

### Come in: Alberta Works Centres

Come in to one of the Alberta Works Centres located throughout the province to find information on occupations, career options, finding work and education programs and funding. These centres have computers for Internet use and word processing, as well as phones and fax machines available to help you with your work search. You can also talk to a career and employment consultant. To locate an Alberta Works Centre near you, call the Career Information Hotline or visit the ALIS website at **[alis.alberta.ca/awc](http://alis.alberta.ca/awc)**.

## Need help finding child care for your family while you are at work? Looking for information on child care subsidy programs that are available?

The Alberta Child and Youth Support Program can help. They have information on finding quality child care. Check out their website at **[humanservices.alberta.ca/childcare](http://humanservices.alberta.ca/childcare)** for information on day homes in your community and questions to ask to find the right care for your child.

The Child Care Subsidy Program helps eligible low- and middle-income Alberta families with child care costs. It applies to children 12 years and younger who are attending licensed daycares, preschools or group family child care or out-of-school care facilities, or approved family day homes or early childhood development programs.

For more information visit

**humanservices.alberta.ca/childcare** or call 1-877-644-9992 toll-free or 780-644-9992 in Edmonton.

## Looking for parenting supports?

At Parent Link Centres, parents can access information about community services, obtain referrals, meet other parents and families and take part in quality learning activities with their children.

To find a Parent Link Centre near you or to access parenting information and resources, visit

**humanservices.alberta.ca/parentlink**.

## What type of financial support is there for working parents?

### Child support services

Alberta Child Support Services helps parents with limited incomes arrange court orders and child support agreements. Visit **humanservices.alberta.ca/css** or call 310-0000 and ask for the child support services office in your area.

### Health benefits

The Alberta Adult Health Benefit program and the Alberta Child Health Benefit program provide support for health services for households with limited income and their dependent children. Visit **humanservices.alberta.ca/hb** or call 1-877-469-5437 toll-free or 780-427-6848 in Edmonton.

## Need help managing financial pressures?

If you are having trouble meeting your financial obligations, talk to your creditors. You may be able to consolidate your debts or take steps to avoid serious financial problems.

Talk to someone you know and whose financial management skills you respect. If appropriate, contact your bank or credit union and ask about obtaining financial advice. Or, contact a not-for-profit consumer debt counselling service such as Money Mentors.

Check out their website at **moneymentors.ca** or call 1-888-294-0076 toll-free, 403-265-2240 in Calgary or 780-423-2791 in Edmonton.

The publication *Stretch Your Dollars: Budgeting basics* can also help you to budget, cut down on your costs and increase your savings. Go to **alis.alberta.ca/publications** to order or download a copy.

## Need help with a substance abuse or gambling problem?

Contact your family doctor for a referral to a counsellor or therapist in your area. Your local hospital may also be able to help, or you can visit Alberta Health Services at **albertahealthservices.ca**. For a listing of addictions and substance abuse services on the site, under the Find Health Care tab click Find Programs & Services. Choose Service Type, then Addictions and Substance Abuse. Lastly, select the nearest city and proximity distance, then click Search. Or, call HEALTHLink Alberta by dialing 811 from anywhere within Alberta.

Also, under Counselling in the business pages of your phone book, there is a list of professionals who may be able to help you.

## Is anger management a problem for you?

Contact your family doctor for a referral to a counsellor or therapist in your area. Your local hospital may also be able to help, or try HEALTHLink Alberta for contact information on anger management courses available in your area. Visit the HEALTHLink website at **myhealth.alberta.ca** or call 811 from anywhere in Alberta.

You can also refer to the business pages of your phone book under Counselling Services for a list of professionals who may be able to help you.

## Having trouble collecting your wages from your employer, or have another question about your rights as an employee?

### Employment Standards

If you want to know about employment standards for the payment of earnings such as overtime or holiday pay, or if you need any information on your rights as an employee, give them a call or visit their website at **work.alberta.ca/es**.

Phone: 1-877-427-3731 toll-free

Phone: 780-427-3731 in Edmonton

For TTY service, call 780-427-9999 in Edmonton area, or 1-800-232-7215 toll-free.

### Do you belong to a union?

If yes, talk to your union representative about your concerns and discuss filing a grievance. The collective agreement should meet the minimum Employment Standards regulations but will also have information specific to your worksite. If you're not sure whether or not you belong to a union, check your pay stub. If there are deductions for union dues, then you are represented by a union. Ask one of your co-workers for the name of the union and then look up its number in the business pages of your phone book under Labour Organizations. To search for collective bargaining agreements in Alberta, visit **humanservices.alberta.ca/cba**.

## Concerned your workplace may be unsafe?

The Occupational Health and Safety Contact Centre can help. Occupational Health and Safety helps employers and workers ensure safe, healthy and productive workplaces in Alberta. More than 200 free publications are available on the website at **work.alberta.ca/ohs** or by phone request. You can also phone for confidential advice or to report workplace safety concerns.

Phone: 1-866-415-8690 toll-free

Phone: 780-415-8690 in Edmonton

## Do you believe you're being sexually harassed or discriminated against?

The Alberta Human Rights Commission can help.

The *Alberta Human Rights Act* protects Albertans from discrimination. A complaint must be made to the Commission within one year after the alleged incident. Please note, due to confidentiality, the Commission cannot reply to complaints of discrimination by email.

**albertahumanrights.ab.ca**.

**Confidential Inquiry Line** about a specific situation or if you wish to make a human rights complaint:

Phone: 780-427-7661 Northern Regional Office

Fax: 780-427-6013

Phone: 403-297-6571 Southern Regional Office

Fax: 403-297-6567

Toll-free within Alberta: dial 310-0000, then enter the area code and phone number. For province-wide free access from a cellular phone, enter \*310 (for Rogers Wireless) or #310 (for Telus and Bell), followed by the area code and phone number.

For TTY service, call 780-427-1597 in Edmonton, 403-297-5639 in Calgary, or toll-free 1-800-232-7215.

## Not sure who to ask?

Government Programs and Services  
**programs.alberta.ca**

Toll-free within Alberta: dial 310-0000. Phone lines are open from 8 a.m. to 6 p.m. (Monday to Friday) and voicemail is available after hours.

Outside of Alberta, call long distance at 780-427-2711.



# FEEDBACK

Date: \_\_\_\_\_

## We'd like your comments...

### Job Smart: Tips for staying employed

Please indicate how much you agree with each of the following statements.

*As a result of using this resource...*

*I have a better understanding of*

	Strongly Agree	Somewhat Agree	Somewhat Disagree	Strongly Disagree	Doesn't Apply
<b>how to plan my career</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>occupational options</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>how I can make a career change</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>how to look for work</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>what I can offer an employer</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>how to be successful at work</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>my interests, passions, skills or values</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>how I can adjust to change</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>my rights and responsibilities at work</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>dealing with conflict on the job</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

What other topics do you have a better understanding of as a result of using this resource?

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What action were you able to take as a result of using this resource?

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How can we improve this resource? What was not useful?

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**Please return this form to:**

Workplace and Career Planning  
Alberta Labour  
12<sup>th</sup> Floor, 10030 - 107 Street, South Tower  
Edmonton, AB T5J 3E4

Fax: 780-422-5319  
Email: [info@alis.gov.ab.ca](mailto:info@alis.gov.ab.ca)

# NOTES





# alis.alberta.ca

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## Congratulations, you got the job! Want to know how to keep it?

- Find out what employers *really* want and expect.
- Read featured stories from employers and employees.
- Test your problem-solving skills with seven job challenges.
- Take steps to prevent your personal life from interfering with your job.
- Learn what will help you succeed at work.

