

How to behave in a way that supports effective working essay sample

[Business](#), [Work](#)



2. 1 – Explain the purpose and benefits of setting high standards for own work. By setting yourself high standards for your own work you are doing the best you can, by doing this you will get recognised in a positive way and proving yourself to your colleagues. High standards create positive challenges and show your achievements whilst improving yourself on a daily basis. By speaking with managers or colleagues about finished work and how to improve next time you are showing a willingness to improve and better yourself over time.

2. 2 – Describe ways of setting high standards for own work. I set high standards by making sure I do the best I can on each and every piece of work handed to me, this includes the work that I really dislike doing. I ask my manager for feedback to ensure that I have not missed anything and always try to answer any questions that may be asked before they are asked. Before I send out any completed work I do certain checks on it to ensure everything is in order, spelt correctly, formatted correctly etc. I am always 100% happy with any piece of work before I acknowledge it as complete, if not I will speak to my manager on how to improve it to that 100%.

2. 3 – Describe ways of dealing with pressure arising from work tasks. Some people can feel like they are drowning under the pressure of work, it's easy to do when you have so many people asking for so many different things. To overcome this I try to keep a detailed plan of where I am with my work and future tasks so I can keep my manager updated easily. I try to focus on one thing at a time instead of trying to complete several different tasks at once and provide constant feedback to those around me to keep them in the loop of where the jobs are. By prioritising your tasks you are ensuring important

ones aren't forgotten about and missed, you should also know what your limits are whether those be personal limits or time limitations. Never rush the work and skimp on quality that may result in you having to re do the work and wasting even more time. Remember to keep calm and just breathe, stressing with only make you panic and rush. 2. 4 – Explain the purpose and benefits of setbacks and dealing with them.

Setbacks are part of everyday life, you need to just accept that they will happen and move on. There is always something to learn from a setback so step back, take a breath and find a way that you can benefit from the situation. Don't dwell in the past setback can help you learn and prevent similarities in the future. 2. 5 – Explain the purpose and benefits of being assertive and its meaning in work tasks. Being assertive is a valued skill as an office worker; this means that you can stand up for your own rights whilst respecting everyone else's rights at the same time. Assertiveness helps you to communicate your own needs and shows that you are an independent person who is capable of working with minimal supervision. You are able to ask the necessary questions and take responsibility for yourself meaning that you are able to complete a task successfully when you need answers from people superior to you. 2. 6 – Give examples of work situations where it is necessary to be assertive. It is necessary to be assertive throughout your working day, whether this is when a team member asks you for help when you are in the middle of a task or if you disagree with something that is said in a team meeting.

Both of these situations require you to use the correct body language, stay polite, speak clearly and not talk over others and remain respectful. This is something that should always be practised in both working life and your home life.

2. 7 – Explain the purpose and benefits of being ready to take on new challenges and adapt to change. Being able to take on new challenges and accept change is always important and is valued by employers. By being ready for change you show that you will support the company in anything new that the company is involved in, the world is constantly changing and new challenges could entail an advance in technology, change in policies, new environment or even a business takeover. By being ready to take on these new challenges and adapt to changes it means that I am ready to learn new things and keeps me employable to outsiders.

2. 8 – Explain the purpose and benefits of treating others with honesty, respect and consideration. You should always treat your colleagues with respect, honesty and consideration as you need to work closely as a team. You spend a lot of time together and it is imperative that you can work together without difficulties. By respecting the different personalities and opinions within the team you ensure that you have a smooth functioning team. You may not necessarily like everybody within your team but this does not mean that you should not respect them and their opinions. You should always consider other people's feelings and difficulties they may be having at work or at home that you may not know about, even if this person is frustrating you, you should always treat them how you would like to be treated. Honesty is always important within the work place, by being honest

with your views, thoughts and mistakes you are showing that you are an individual person that can contribute to the working place, but you must always keep in mind other people and ensure that you do not hurt their feelings or undermine their views.

2. 9 – Describe types of behaviour at work that show honesty, respect and consideration and those that do not. To be honest you must arrive on time and do the work that you have been asked to do not turn up a few minutes late, have extra breaks and stand around gossiping in works time. You should also show that you can be trusted with the companies' property and not take things home e. g. stationary. You can show you are trustworthy by owning up and apologising for any mistakes you may make instead off hiding them or blaming others. To show that you respect others you should always listen to them when they are talking and not speak over the top of them, you should value their opinions and thoughts not disregard them and always ensure that you treat them how you would like to be treated. To show consideration you must always show respect to other and ask for their views and opinions, not speak negatively about other to other colleagues and disregard their views.

You should always be prepared to make sacrifices for others when making plans or be willing to change what has already agreed instead of declining as it does not suit you or means that you do not come first. 2. 10 – Explain the purpose of helping and supporting others at work, and the purpose and benefits of doing so. By helping and supporting your colleagues at work it helps to ensure that the team sticks together and are loyal towards each

other. It helps team productivity and efficiency as everyone can rely on each other when they need to. You can help out if you don't have too much to do and your colleagues are snowed under, it helps the team feel that they are in it together and helps reduce the overall stress of the department.