



## Points to Remember!

Be kind.

Be organized.

Be on time.

Be open minded.

Treat others as you would like to be treated.

## Other things to remember:

- Humor is a good thing when used tactfully and tastefully. It may diffuse a touchy situation and break the tension when things are tense.
- Give credit and appreciation to your co-workers.
- Be approachable.
- Remember that everyone is equal and every job is important in fulfilling the goals of your employer.
- Be willing to take on tasks and assignments.
- Be proud of your workplace...remember you are a part of it.

## Participant Signature(s) and Date:
