

WORKPLACE WRITING PROMPT - #9

TOPIC: Work Ethics

QUESTION: Write an informative essay describing what work ethics are and give examples of ethical behavior at work. Why is ethical behavior at work important?

DIRECTIONS:

1. Read the following text:
 - Poor Work Behaviors Begin with Poor Work Ethics
 - Personal Qualities and Work Ethic
2. As you read the text, think about details from the texts you might want to use in your essay. You may highlight key points and ideas.
3. After reading the texts, create a plan for your essay. Think about ideas, facts, definitions, details, and other information or examples you want to use.
4. Write a 5 paragraph essay with an introduction, 3 body paragraphs, and a conclusion. Each paragraph should be at least 3-6 sentences in length. Follow this outline:
 - **Introduction paragraph #1** – Introduce the topic clearly and provide a focus. Explain what the essay will be about. Turn the topic title into a statement.
 - **Paragraph #2** – Describe what work ethic is and give examples of it. Discuss how it is a skill that transfers to work.
 - **Paragraph #3** – Discuss why ethical behavior at work is important. Give examples of situations at work that would require good work ethic.
 - **Paragraph #4** – Discuss how your own experiences have formed your approach to work. Tell about your own strengths and weaknesses when it comes to ethical work behavior.
 - **Conclusion Paragraph #5** – Provide a summary of the information just presented.
5. Be sure to use correct sentence structure, grammar, punctuation, and spelling. Use clear language and vocabulary. Use appropriate and varied transitions to create cohesion. Be sure to use information and details from the tests.

POOR WORK BEHAVIORS BEGIN WITH POOR WORK ETHICS

Author: Leanne Hoagland-Smith

Poor work ethics can be heard from the boardroom to the shipping dock. Employees pointing the finger at their fellow employees who do not consistently demonstrate the same beliefs about working hard or even just working.

How to change these poor work ethics is a question that stymies the best leadership or management. What makes one employee hard working go the extra mile? Why do we have so many who are just here to earn a paycheck? And let us not forget the few who make a business work day a miserable experience for everyone around them. Small Business Coaching Tip: Identify your explores (25%), vacationers (50%) and prisoners (25%). Then put together an action plan to convert more vacationers into explorers and terminate the prisoners.

First, there needs to be some clarity around what is a behavior and what is an ethic. A behavior is what someone does, a physical action that is observable from body language to actual performance. An ethic about what is important to that individual.

For example, an employee comes to work and clocks in at 8:50 am and is on the floor ready to begin a day's work. Another employee comes to work and clocks in at 8:59 am and is still not on the floor. The behaviors of these two individuals demonstrate high work ethics and poor work ethics.

Since an ethic is really a belief, then to change the behaviors begin by changing the beliefs. Unfortunately, most training only looks at the behaviors and fails to identify the beliefs. Small Business Coaching Tip: Negative results are reflected through negative actions. However, negative beliefs drive negative actions.

Additionally, within the K12 educational system, there has been several decades where hard work has not been rewarded consistently. Too many parents do not want their children to be considered losers so rewarding the top two performers has been replaced. After all it isn't fair that the student was just 5% behind number two students did not receive any recognition.

Conditioning also plays an important in the development of work ethics. Remember being in class and how the other students treated the over-performers? Very few students wanted to be the "smart person" or the teacher' pet. Staying unnoticed was a far better way to get recognition from your peers.

The lack of having a personal values statement can contribute to poor ethics. In a society that now frowns on judging behavior, the wink and the nod belief takes over.

Several months ago, I observed the wink and nod behavior when I saw one business person pay for a newspaper from a vending machine and then give a second unpaid paper to his colleague. Both believed this was OK until I deposited \$.50 and paid for the paper that was stolen. Then their behavior changed because they were caught.

Businesses, as well as other organizations, also suffer from the wink and nod belief. Executive management talks about conserving resources and then spends excessive profits on marketing junkets to the now golden parachutes.

To change work ethics requires a multi-dimensional approach that infuses the executive team leadership actions and beliefs identification through effective communication of current goals and strategies. When alignment of all behaviors is not present in any organization, one of the outcomes can be poor work ethics as demonstrated through work behaviors

PERSONAL QUALITIES AND WORK ETHIC

1. Employers are in business to make money and do not expect to babysit employees. Employers hire and retain people who are a solution to a problem and are not a problem themselves.

EMPLOYEES WHO NEED A BABYSITTER

- Think anger and violence are problem-solving techniques
- Cannot control their emotions or language
- Are loud and disruptive
- Are not dependable or trustworthy
- Display the same behavior on a job that they display on the streets
- Resent authority
- Are not mature enough to follow rules
- Cannot forego immediate pleasures
- Complain all the time
- Bring their personal problems to work and take their frustrations out on fellow employees
- Have neglected their education
- Take everything personally
- Lack initiative
- Do not take pride in their work
- Do not have personal goals
- Do not care about quality work
- Give in to the temptation of stealing
- Do not think in terms of teamwork
- Lack a positive attitude

"Soft Skills Training" "A workbook to develop skills for employment"

by: Frederick H. Wentz