



HOW TO KEEP A JOB

Needed skills required to maintain your Job

Keeping a job involves more than just completing tasks and meeting deadlines; it's about consistent demonstration of your value to the organization. It requires a combination of skills, attitudes, and behaviors that contribute to the overall success of the team and the organization.

Here are some tips for job retention:

○ Punctuality

This is a foundational trait that contributes to a positive work environment, efficient operations, and professional success. Arriving on time and completing tasks within deadlines are key aspects of keeping a job. By consistently demonstrating this quality, you not only increase your value as an employee but also contribute to the overall success and effectiveness of the organization..

○ Effective Communication

Clear and open communication is essential for success in any job as it fosters collaboration and prevents misunderstandings. Be proactive in sharing information, listen attentively, express your ideas clearly, and ask for clarification when needed. Also thoughtful response to feed-backs is important for clear and respectful communication with colleagues and supervisors.

○ Professionalism

Maintaining a professional disposition in all interactions with colleagues, supervisors, and clients is important. This includes dressing appropriately, communicating respectfully, maintaining appropriate boundaries and adhering to company policies and procedures. Professionalism is essential for job retention, career advancement, and organizational success. By embodying professionalism in your daily actions and decisions, you position yourself as a valuable asset to your employer and contribute to a positive and productive work environment.

○ Quality of Work

This is essential for job retention because it enhances your reputation, builds trust, increases job satisfaction, and contributes to the success of the organization. By consistently delivering high-quality work, you position yourself as a valuable asset to your employer and increase your chances of long-term career success because it demonstrates competence and dedication.

○ Self-Development

This involves continuous learning and improvement. Whether it's improving technical skills, soft skills like communication and leadership, or industry-specific knowledge, ongoing development ensures you stay relevant and indispensable in your role. Investing in self-development boosts confidence in your abilities, allowing you to take on more challenging tasks and responsibilities with assurance. When you're engaged in meaningful learning and growth, you're more likely to feel fulfilled in your role, which in turn motivates you to remain committed to your job and the organization.

● Teamwork

This is essential for keeping a job because it promotes collaboration, increases productivity and efficiency, creates a supportive work environment, provides opportunities to expand your knowledge, and acquire new skills to grow professionally. By actively participating in team discussions, sharing ideas, and providing feedback, you can improve your communication skills, which are valuable in any job role. By being a team player, you contribute to a positive and supportive work culture that promotes job satisfaction and retention.

● Problem Solving

These skills are vital for job retention because they enable an employee to address challenges effectively, stay productive, and contribute to the success of their organization. Individuals with problem-solving skills can bounce back quickly from setbacks, learning from failures and using them as opportunities for growth. They can also anticipate future challenges and develop proactive solutions. Overall, problem-solving skills contribute to employee satisfaction, organizational success, and long-term job retention.

● Ethical Conduct

This is instrumental to job retention because acting with integrity, honesty builds trust and credibility in the work environment. Avoiding conflicts of interest maintains reputation, ensures legal compliance, promotes a positive work environment, enhances employee engagement and builds stakeholder trust. People who adhere to ethical standards help mitigate risks such as financial loss, lawsuits, and damage to a company's reputation. This contributes to the long-term stability and success of the organization, and consequently, to job retention.

● Adaptability

Having this skill is vital for succeeding in today's fast-paced and ever-changing work spaces. Work environments are constantly evolving due to technological advancements, market shifts, and organizational restructuring. Flexibility, resilience, and a willingness to learn new skills are valuable traits for job retention. Employees who are open to change are better equipped to find alternative ways to overcome challenges while contributing to the organization's goal.

● Positive Attitude

Maintaining a positive attitude is not only beneficial for job performance but also for overall well-being and health. Positivity has been linked to reduced stress, improved mental health, and increased longevity, all of which contribute to job satisfaction and retention.

Employees who exude positivity are often seen as natural leaders.

They leave a lasting, positive impression on people they interact/interface with. This skill is essential for thriving in the workplace, building strong relationships, overcoming challenges, and achieving long-term success.

About Us

Network of Youth for Sustainable Initiative (NGYouthSDGs) is a youth-led and youth serving civil society organisation advocating for meaningful youth engagement in policies and programs for youth to lead and thrive.

With a focus on policies and programmes that will enable young people to lead and thrive, we work with youth groups, youth stakeholders like the government, international and national development partners, the private sector, academia, and the press to amplify the voices of youth and facilitate their meaningful participation in the developmental agenda of their country.



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Get in Touch with Us

For any questions or concerns kindly reach out to us. Also, feel free to stay connected to us for more exciting opportunities and updates on our work via any of the following means:

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