

**THE RIGHT MINDSET AND
ATTITUDE FOR SKILLS LEARNING
TOWARDS SELF-EMPLOYMENT-
BY PST AFOLABI ADUN**

BASIC THINGS YOU MUST DO TO SUCCEED IN YOUR SKILLS TRAINING

- 1. PAY FULL AND MAXIMUM ATTENTION TO WHAT YOU ARE BEING TAUGHT**
- 2. ASK QUESTIONS WHEN YOU ARE NOT CLEAR ABOUT ANYTHING**
- 3. RELATE WELL WITH EVERYONE IN THE ESTABLISHMENT**
- 4. BE HUMBLE TO ADMIT MISTAKES AND BE WISE ENOUGH TO LEARN FROM MISTAKES**
- 5. COMMUNICATE CLEARLY AND EFFECTIVELY – DON'T BE UNCLEAR OR VAGUE WHEN ASKING QUESTIONS OR EXPRESSING YOURSELF.**
- 6. MANAGE YOUR TIME WELL- UNDERSTAND THAT YOU HAVE A VERY SHORT TIME TO LEARN A LOT OF THINGS, SO DON'T WASTE YOUR TIME ON IRRELEVANCIES AND NON ESSENTIALS.**
- 7. USE YOUR INITIATIVE – INITIATIVE IS THE ABILITY TO DO WHAT IS RIGHT WITHOUT BEING TOLD.**
- 8. FILL/UPDATE YOUR LOG BOOK AND ENSURE IT IS SIGNED BY YOUR SUPERVISOR DAILY.**

ATTRIBUTES YOU MUST CULTIVATE TO GET THE BEST OUT OF YOUR SKILLS TRAINING

- 1. HUMILITY TO PUT ASIDE WHAT YOU THINK YOU ALREADY KNOW AND CONSEQUENTLY LEARN NEW THINGS**
- 2. A HEART THAT IS WILLING TO LEARN- NO ONE CAN FORCE YOU TO LEARN & NO ONE WILL DO THAT**
- 3. AN OPEN MIND**
- 4. A GRATEFUL HEART- THOUSANDS APPLIED FOR THIS SAME OPPORTUNITY**
- 5. A FAST LEARNING ATTITUDE**
- 6. AN INTERESTED AND HUNGRY DISPOSITION**

**NEGATIVE TRAITS/ATTITUDES
YOU MUST AVOID DURING
YOUR SKILLS TRAINING.**

DO NOT FIGHT- NO MATTER THE PROVOCATION/JUSTIFICATION

DO NOT GO LATE TO WORK

DO NOT MISS A SINGLE DAY OF TRAINING

DO NOT DEFRAUD THE ORGANISATION

DO NOT STEAL

DO NOT BE RUDE TO YOUR SUPERIORS

DO NOT JOIN CLIQUES – REMEMBER YOU ARE NOT A STAFF

DO NOT JOIN STRIKES OR PROTESTS IF THEY OCCUR IN YOUR TRAINING CENTRE

DON'T BE LAZY.

DON'T BE UNCOOPERATIVE

**DO NOT COVER UP FOR YOUR TRAINING FIRM- IF THEY ARE NOT TEACHING U,
REPORT**

DO NOT DESTROY WORK TOOLS OR ITEMS BELONGING TO YOUR TRAINERS

DO NOT ENGAGE IN “CONFLICT OF INTEREST” ACTIVITIES

DO NOT GOSSIP OR BACKBITE

DO NOT BE UNGRATEFUL

DO NOT ENGAGE IN FINANCIAL TRANSACTIONS/DEALS WITH CUSTOMERS

DO NOT TAKE THE ORGANISATIONS PROPERTY TO YOUR HOUSE

DO NOT GIVE OUT OR HIRE OUT THE ORGANISATIONS PROPERTIES

DO NOT SET PEOPLE UP

**MIND YOUR BUSINESS AND DO YOUR WORK- DON'T ENGAGE IN WHAT DOESN'T
CONCERN YOU**

VITAL TIPS FOR MAKING YOURSELF OUTSTANDING DURING YOUR TRAINING

- 1. DO THE MOST AND BEST YOU CAN DO AT ALL TIMES**
- 2. BE DEPENDABLE**
- 3. BE RELIABLE**
- 4. BE DILIGENT**
- 5. BE CONSCIENTIOUS**
- 6. CARRY OUT YOUR WORK WITH THE HIGHEST SENSE OF RESPONSIBILITY**
- 7. ADD VALUE TO WHATEVER YOU ARE DOING**
- 8. RELATE WELL WITH PEOPLE (SEE PAGE 3)**
- 9. MAKE PUNCTUALITY A PERSONAL POLICY**
- 10. SEEK TO ACHIEVE TIME MAXIMIZATION**
- 11. SET GOALS- GIVE YOURSELF LEARNING TARGETS AND WORK TOWARDS ACHIEVING THEM.**
- 12. BE A TEAM PLAYER, NOT A LONE RANGER (SEE PAGE 3)**
- 13. LISTEN MORE THAN YOU TALK**
- 14. COMMUNICATE EFFECTIVELY**
- 15. MAKE MEANINGFUL & OBJECTIVE CONTRIBUTIONS AT ALL TIMES**
- 16. BE SOLUTION FOCUSED**
- 17. BE PRESENTABLE AT ALL TIMES**
- 18. DEVELOP A REPUTATION FOR HONESTY, INTEGRITY AND GOOD CHARACTER**
- 19. CULTIVATE A POSITIVE MENTAL ATTITUDE**
- 20. UNDERSTAND & RECOGNISE VERTICAL & HORIZONTAL RELATIONSHIPS. (SEE PAGE3)**
- 21. RECOGNISE CHANGE & ADAPT TO CHANGE**
- 22. BE INNOVATIVE AND DYNAMIC**

HOW TO DISTINGUISH YOURSELF IN YOUR PLACE OF TRAINING

1. Be punctual to your duty place everyday-be known for this
2. Be hard working and diligent
3. Offer positive and constructive suggestions and inputs
4. Be honest and trust worthy
5. Do more than is expected of you- ordinary people do what is expected of them.
Extra ordinary people do more than is expected of them
6. Always ask questions, so that you won't make mistakes
7. Handle all the company's tools and equipment with care and caution- don't be destructive
8. Be polite and respectful to everyone in the organisation
9. Don't join in protests or strikes- remember you are not a staff of the company
10. Be neat and presentable at all times- even when working
11. Never fight, no matter the provocation
12. Always be truthful- avoid lies and dishonest acts
13. Be committed to your training- don't take it lightly

QUALITIES OF A GOOD TRAINEE

- HUMILITY.
- ADAPTABILITY- EASY TO ADJUST
- COURTESY
- SENSE OF RESPONSIBILITY
- 13. HONESTY
- QUICK THINKING
- GOOD COMMUNICATION SKILLS
- 22. OBJECTIVITY

- 2. TRUSTWORTHINESS.
- 5. COURAGE TO ASK QUESTIONS
- 8. PUNCTUALITY
- 11.INITIATIVE
- 14. PATIENCE
- 17. FRIENDLY NATURE
- 20. PRO-ACTIVE IN NATURE
- 23. FAST DECISION MAKER

- 3. WILLING TO LEARN.
- 6. INTEGRITY
- 9. SENSE OF DUTY
- 12. SINCERITY
- 15.WARMTH
- 18.TIME MANAGER
- 21. FORESIGHT
- 24. PROBLEM SOLVER

HOW TO BE A GOOD TEAM PLAYER IN YOUR TRAINING CENTRE

A Team is a group of people working together for a common purpose. Teamwork is the potential to work together for a common vision. A Team player is an individual who is a member of a team, plays his own part and contributes positively to the teams goals.

QUALITIES OF A GOOD TEAM PLAYER

- A good team player assists his team by using his strengths, and clearly understanding his task.
- He must understand the team's objectives.
- He must be supportive and trustworthy.
- He encourages participative decision-making.
- He invites new ideas and feedback from other team members.
- A good team player keeps on working for continuous improvement.
- Relates well with other Team Members and is helpful towards them.
- Is Patient with others and sees things from different angles- not only his own angle
- Is positive at all times

THINGS YOU MUST AVOID AS A GOOD TEAM PLAYER

1. Avoid attitudes that are not beneficial to the team
2. Avoid being Angry or Sarcastic while interacting with others.
3. Avoid being disrespectful to other team members
4. Avoid being pessimistic or anxious at all times.
5. Avoid being rude or suspicious of others in your team.
6. Avoid being vengeful or unforgiving.

TIPS ON EFFECTIVELY RELATING WITH PEOPLE

- 1. SHOW CONSIDERATION TO ALL**
- 2. BE SINCERE AT ALL TIMES. DON'T CHEAT PEOPLE**
- 3. DON'T FORCE YOUR OPINIONS ON OTHERS**
- 4. SHOW GRATITUDE WHEN IT IS DESERVED- HAVE A GRATITUDE ATTITUDE**
- 5. LEARN TO SAY SORRY WHEN YOU ARE WRONG.**
- 6. KNOW THAT YOU CAN'T ALWAYS BE RIGHT**
- 7. DON'T INSIST ON HAVING YOUR WAY ALL THE TIME**
- 6. LISTEN MORE THAN YOU TALK**
- 7. PUT YOURSELF IN OTHER PEOPLES SHOES**
- 8. DO UNTO OTHERS WHAT YOU WILL LIKE THEM TO DO TO YOU**
- 9. ALWAYS OFFER POSITIVE SUGGESTIONS**
- 10. BE A TEAM PLAYER NOT A LONE RANGER**
- 11. BE HAPPY AND MAKE PEOPLE HAPPY**
- 12. USE TACT AND DIPLOMACY WHEN DEALING WITH PEOPLE**
- 13. BE RESPECTFUL AND POLITE AT ALL TIMES- IT DOESN'T COST ANYTHING**
- 14. BE PERSONABLE AND CONNECT WITH PEOPLE YOU COME IN CONTACT WITH**
- 15. LISTEN MORE THAN YOU TALK**
- 16. BE EXTREMELY PATIENT WITH PEOPLE**
- 17. PUT YOURSELF IN OTHER PEOPLES SHOES (EMPATHIZE WITH THEM)**
- 18. WATCH YOUR LANGUAGE, CHOICE OF WORDS, YOUR TONE AND YOUR BODY LANGUAGE AND MANNERISMS WHEN INTERACTING WITH PEOPLE**
- 19. SHOW THAT YOU CARE**

**THANK
YOU FOR
YOUR TIME**