Workplace Behaviors

1. A set of values based on moral virtues of hard work and diligence

A. Risqué websites

2. Websites witch includes sexual or improper content.

B. Time management

3. Worthy of trust ; reliable

C. Diversity

4. The quality or state if being on time or arriving early.

D. Punctuality

5. A settled way of thinking or feeling about someone or something , typically one that is reflected in a person's behavior .

E. Dress code

6. To send unsolicited electronic mail or text messages simultaneously to a number of email addresses or mobile phones.

F. Responsibility

7. Adherence to moral & ethical principles; soundness of moral character ; honesty.

G. Soft skills

8. The analysis of how working hours are spent & the prioritization of tasks in order to max personal efficiency in the workplace

H. Spamming

9. A set of rules specifying the garb or type of clothing to be worn by a group or by people under specific circumstances.

I. Effort

10. Etiquette governing communication on the internet.

J. Communication

11. Being reprehensive of differences; having variety

K. Teamwork

12. How information is exchanged through speech, written text , or signs (body language

L. Professionalism

13. Cooperative or coordinated effort on the part of group of persons acting together as a team or in the interest of a common cause .

M. Attitude

14. Exertion of physical or mental power to work hard, determined attempt.

N. Netiquette

15. A code that governs the expectations of social behavior in a workplace , group , or a society.

O. Integrity

16. The state or fact of being responsible ,answerable , or accountable for something within ones power control , or management

P. Dependability

17. The ability to use knowledge, facts, and data to effectively solve problems.

Q. Work etiquette

18. A highly skilled employee in all area that shows a high level and beyond basic requirements

R. Types of communication

19. Hard skills are teachable abilities that can be defined and measured

S. Hard skills

20. characterize your relationships with other people

T. Problem solving

21. Verbal Listening Non-verbal Written visual

U. Work Ethic