Workplace Behaviors

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

A. Risqué websites

2. Websites witch includes sexual or improper content. A

B. Time management

3. Worthy of trust ; reliable P

C. Diversity

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

D. Punctuality

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

E. Dress code

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

F. Responsibility

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

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 B

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. E

I. Effort

10. Etiquette governing communication on the internet. N

J. Communication

11. Being reprehensive of differences; having variety C

K. Teamwork

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

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 . K

M. Attitude

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

N. Netiquette

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

O. Integrity

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

P. Dependability

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

Q. Work etiquette

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

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

20. characterize your relationships with other people G

21. Verbal Listening Non-verbal Written visual R

R. Types of communication

S. Hard skills

T. Problem solving

U. Work Ethic