IO1/A3. TRANSVERSAL SKILLS ENHANCEMENT STRATEGY AND SUPPORTING ACTIONS (TEMPLATE)

SEE FIRST

SEE FIRST

Skills included (Teamwork: Reliability)

Author (s): AKNOW

TITLE OF THE DELIVERABLE

PROJECT INFORMATION

PROJECT ACRONYM: SEE FIRST

PROJECT TITLE: SEEKING FIRST JOB EQUIPPED WITH PROPER SOFT SKILLS

PROJECT NUMBER: 2019-3-EL02-KA205-005437

SUB-PROGRAMME OR KA: KA205

WEBSITE: HTTPS://SEEFIRST.EU/

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1. GUIDELINES

GUIDELINES

- Prepare 6 goal cards per skill subcategory. For example, 6 goal cards for Active listening and 6 for Negotiation.
- Fill in all the fields and maintain the formatting and structure
- Each proposed activity should be in a separate card – don't combine 2 activities in one card and don't divide 1 activity into 2 cards.
- To add a new goal card, copy and paste one of the existing goal cards
- At the end of each skill subcategory, prepare 6-8 assessment questions.

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1. Skill category (Teamwork)

1.1 Skill subcategory (Reliability)

1.1.1   INTRODUCTION

This will be shown to all the users when they click on one of the skill subcategories. It will appear on the right side of the wheel.

DESCRIPTION OF THE SKILL
Reliability refers to a form of trustworthiness. Being reliable means showing people that they can depend on you from little things to important ones. Demonstrating reliability is the best way to establish trust and effective collaboration in the workplace. You can prove reliability by managing commitments, keeping your promises and being truthful. T o be reliable, you should know exactly what others expect from you and how you can fulfil these expectations. However, reliability isn't always connected to the completion of tasks and commitments on time. On the contrary, someone trustworthy can miss deadlines and fail complete commitments, but proactively communication and honesty are vital in these situations.

1.1.2.   GOAL CARDS

Manage your commitments
DESCRIPTION OF THE ACTIVITY
Being reliable doesn't mean always saying yes. On the contrary, you have to decide which and how many commitments you can make to others. Many people make commitments as they overestimate their available free time and want to please others, which usually results in unwanted situations. For this month, you can do the following task. Use a notebook to write down your commitments that you take every day. They can be simple ones, such as dinner plans with your friends, or more difficult ones, such as prepare an assignment. Before taking a commitment, ask yourself the following:

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-**Is this commitment a high priority for you?** If it is a low priority for you today, you can move it to another day.

-**Consider your feelings.** If you feel pressure or you have a negative feeling about this commitment, ask for some time to think about it before taking a final decision.

-**Learn how to say no.** This is a very important step when making a commitment. You should avoid noncommittal answers like "maybe"; be clear and direct instead, but in a polite manner. If eventually you agree to a commitment that you don't want to make, you may disappoint the other parts by not being able to deliver it.

Now it's time to make some real commitments.

Use the notebook to write down the commitments that you take every day and their progress. You can answer the following questions to find out more about them.

-Did you manage to follow through on the commitment? If not, why is that?

-Was it difficult to manage this commitment?

-Did you ask for any help in order to deliver this commitment on time?

-Would you be able to make the same commitment again?

TYPE OF THE ACTIVITY

Simple activity that can be implemented immediately without requiring the completion of another activity.

CONNECTED ACTIVITIES

No

TOOLS & RESOURCES NEEDED

A notebook, a pen/pencil

TIME REQUIRED

40-50 min

Number of learners

1

RELEVANT SECTORS

- **Economics**
- **Education**
- **Engineering**
- **Informatics**
- **Law**
- **Management**
- **Medical and Health Care (including veterinary)**
- **Military**
- **Natural sciences**
- **Office Administration**
- **Public administration**
- **Social sciences**
- **Tourism**

ADDITIONAL RESOURCES

Making and managing commitments: **https://businesssimulations.com/articles/making-and-managing-commitments-the-most-essential-team-leadership-skill**

Identify and manage your commitments: **http://www.connerpartners.com/practicing-our-craft/identify-and-manage-your-commitments**

REFERENCES

Colan, L. (2020, February 6). *5 Ways to Boost Your Personal Reliability*. Inc.Com
https://www.inc.com/lee-colan/5-ways-to-boost-your-personal-reliability.html

Prichard, S. (2017, November 3). *4 Keys of Personal Reliability*. Skip Prichard | Leadership
 Insights. **https://www.skipprichard.com/4-keys-of-personal-reliability/**

IMAGE

https://pixabay.com/el/photos/corkboard-notizzettel-post-it-3127287/

INTRODUCTION

By completing this action card, you learn how to decide which commitments you should make in your everyday life, while you will also learn ways to manage them effectively.

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Time management

DESCRIPTION OF THE ACTIVITY

There are several elements that assist people in developing their personal reliability. One of them is time management, Time management can help you become a more reliable employee who always completes their tasks on time. This will make you more valuable as a worker and improve your professional branding, helping you find new opportunities to expand your career.

There are two activities that could be implemented:

1. How do you perceive time?

First start with this activity. It can be done in a group of 3-15 people.

Close your eyes for a while and open them when you believe it has been 30 seconds. Nobody should open their eyes and watch the clock during the activity. The most possible outcome is for you all to open your eyes at different times. Afterwards, talk about our understanding of time. You will realise that we experience time in different ways. So, some of you experienced the 30 seconds as a short period, others as a longer one.

2. Time measurement

This is again a team activity. Each of you should have 3 pages with 24 squares, representing 24 hours of a day (see image 1). Those who want to depict the hours as minutes, you create a sheet that further divides the hour into 4 Quarters.

1. On the first page you should fill the squares (based on the time you spend) and label them with routine activities of your regular day like eating (i.e., 3 hours = 3 squares), bathing, sleeping, playing video games etc.
2. On the second page you can fill the squares based on the time you spend on non-productive time while working or reading, like lunch breaks, discussion with your co-workers/ friends etc.
3. On the third page you should combine the data from "Page 1" and "Page 2". The empty squares represent your productive time.

When you complete the activity discuss the following questions

1. Which activities that you do in your daily life can be eliminated so as to become more productive?
2. Are there any activities that have become habits, but they are not necessary to you?

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3. How can time management help you do more things during your day?
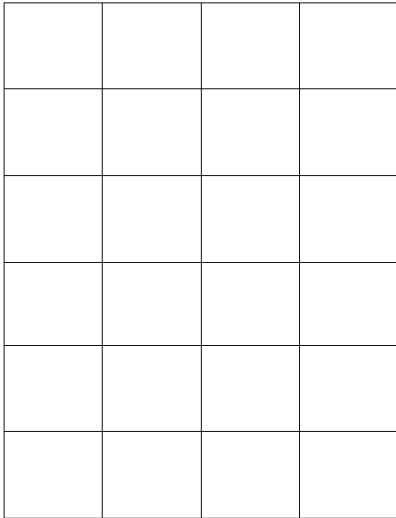
(image 1)

TYPE OF THE ACTIVITY

Simple activity that can be implemented immediately without requiring the completion of another activity

CONNECTED ACTIVITIES

No

TOOLS & RESOURCES NEEDED

Paper, pen

TIME REQUIRED

40-60 min

Number of learners

1-10

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RELEVANT SECTORS

- **Arts**
- **Culinary arts**
- **Economics**
- **Education**
- **Engineering**
- **Informatics**
- **Law**
- **Management**
- **Medical and Health Care (including veterinary)**
- **Military**
- **Office Administration**
- **Public administration**
- **Social sciences**
- **Sports**
- **Tourism**

ADDITIONAL RESOURCES

15 tips to manage your time better: **https://www.youtube.com/watch?v=GBM2k2zp-MQ&t=38s**

27 Time Management Tips: **https://toggl.com/track/time-management-tips/**

REFERENCE

Landay, S. (2021, February 27). Time Management Activities. WorkSMART: Tips for a Happier, More Engaged Workplace. **https://blog.trainerswarehouse.com/time-management-activities**

F. (2019, October 16). The Importance of Time Management: Tips for Boosting Your Productivity. FreshBooks. **https://www.freshbooks.com/hub/productivity/importance-of-time-management**

IMAGE

https://pixabay.com/el/illustrations/%CF%87%CF%81%CE%BF%CE%BD%CF%8C%CE%BC%CE%B5%CF%84%CF%81%CE%BF-
%CE%B4%CE%B9%CE%B1%CF%87%CE%B5%CE%AF%CF%81%CE%B9%CF%83%CE%B7-
%CF%84%CE%BF%CF%85-%CF%87%CF%81%CF%8C%CE%BD%CE%BF%CF%85-2061848/

INTRODUCTION

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This is a team game, but you can complete this activity on your own. This action card will help you define how you perceive time, and how you manage and spend your time in your everyday activities.

Meet and Manage Deadlines

DESCRIPTION OF THE ACTIVITY

Meeting and managing deadlines can be challenging, especially if the tasks that one should handle are many. Several research studies have shown that the most common reason for avoiding tracking tasks is negative feelings such as anxiety, self-doubt, or boredom. But even though sometimes meeting deadlines can be proved a very challenging task, on the other hand it's important for improving your personal reliability and accountability.

Some steps that can guarantee to keep your deadlines on track are the following:

-**Create a list of your tasks and deliverables:** This list can include several smaller steps that you must first complete in order to accomplish the main task.

-Set realistic deadlines: Based on the work's complexity, you can estimate a reasonable amount of time needed to be completed. During the estimation of the deadline, set up smaller cushions, which will help you achieve the smaller tasks. Also, take into consideration possible delays or problems that may arise during the task development.

-Distinguish between important and urgent: You can make a list in order to distinguish the most important tasks. Use the following list to differentiate the tasks in terms of importance: Important and urgent, important but not urgent, not important but urgent, not important and not urgent.

-**Work with an accountability partner:** Some tasks could require the involvement of more than one people, so make sure that you have an accountable partner that will motivate you and assist you in completing the task.

-Set reminders for each task: There are several online applications which can help you check the progress of the task. The applications can send you emails or notifications which can remind you the upcoming tasks.

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-Eliminate distractions: Distractions are possible to happen in everyday life. Social media sites, smartphones and people can all distract you from your priorities and your tasks. For avoiding distractions, consider leaving your smartphone away or using a browser extension to block the websites that are most distracting to you.

-Plan ahead: Planning out your time in advance is the most crucial element of deadlines management. You can start with the most challenging tasks in the morning to have enough time to complete them with a clear head. If you think that the morning isn't the most suitable time for you, save your most important and challenging tasks when your productivity is highest.

Now that you are aware of the factors that can help you manage the tasks you can do it on your own. Use a notebook to write down tasks that you have to complete in the following month and try to use these tips to complete them effectively.

When the deadline of each task passes, try to note down which of the above elements you used, in what way and how much they assisted in you completing the task (or how they would have assisted in case you didn't complete it).

TYPE OF THE ACTIVITY

Complex activity that requires the completion of another activity.

CONNECTED ACTIVITIES

-Time management

-Manage your commitments

- Learn your personal values

TOOLS & RESOURCES NEEDED

Notebook/paper, pen/pencil

TIME REQUIRED

30-40 min

Number of learners

1

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RELEVANT SECTORS

- **Economics**
- **Education**
- **Informatics**
- **Law**
- **Management**
- **Natural sciences**
- **Office Administration**
- **Public administration**
- **Social sciences**
- **Tourism**

ADDITIONAL RESOURCES

How to meet a deadline: **https://www.mindtools.com/pages/article/meet-deadline.htm**

How To Meet Each and Every One of Your Project Deadlines: **https://www.youtube.com/watch?v=REngaRtTN7s**

REFERENCES

Khan, H., Desroches, Z., Gittens-Ottley, S., Rosenstein, J., & Schwartz, C. (2018, May 15). The four-step guide to eliminating distractions. Wavelength by Asana. **https://wavelength.asana.com/workstyle-eliminatingdistractions/#close**

F. (2019, October 16). The Importance of Time Management: Tips for Boosting Your Productivity. FreshBooks. https://www.freshbooks.com/hub/productivity/importance-of-time-management

How to Meet & Manage Project Deadlines. (n.d.). TeamGantt. Retrieved March 5, 2021, from **https://www.teamgantt.com/blog/meet-every-one-project-deadlines**

IMAGE

https://pixabay.com/el/vectors/%CF%87%CF%81%CF%8C%CE%BD%CE%BF-%CF%83%CF%85%CE%BD%CE%B1%CE%B3%CE%B5%CF%81%CE%BC%CE%BF%CF%8D-%CF%81%CE%BF%CE%BB%CF%8C%CE%B9-%CF%80%CF%81%CE%BF%CE%B8%CE%B5%CF%83%CE%BC%CE%AF%CE%B1-5961665/

INTRODUCTION

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This action card comprises the essential steps for meeting and managing deadlines: from listing your tasks to setting reminders and eliminating distractions.

Learn your personal values

DESCRIPTION OF THE ACTIVITY

Personal values are the things that are important to us and include all the characteristics and behaviours that drive our decisions. Some examples of personal values are: kindness, faith, honesty, openness, loyalty, trustworthiness, etc.

Personal values really matter because they can help us find our purpose, ease decision-making, increase our confidence, and guide us through difficult situations.

They are strongly connected with reliability since a reliable person always stays committed to their values and beliefs. In this way others know that they can count on you.

Define your values:

The first step you need to take is defining your values. F

irst of all, take a paper and a pen and answer the following questions with the first thing that pops into your mind.

-What's important to you in life?

-What is your dream job?

-What type of behaviour makes you angry?

-What do you want to change about the world or about yourself?

-What are you most proud of?

-What does happiness mean to you?

After you answer these questions you have your list of values. Think about other values that you think you have, but they didn't come up. Add them on the list as well. **Now it's time to prioritise your values**

Divide your list of values into three categories: essential values, important values, nice to have values.

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Next, prioritise the values in each group. Focus on one category at a time. Review the first two values and ask yourself if you could only choose one, which would it be? Your selection is your priority. Then you can do the same thing with the next two and so on until you have completed the list. Eventually, you will have a prioritised list of your values.

You can repeat this exercise after some time and see if you will choose the same values again.

Now, that you have defined and prioritised your values you can implement the following activity:

This a role-playing activity that can be completed by a team of 4 members.

First of all, you have to choose your role:
-Employee 1
-Employee 2
-Employee 3
-Employee 4

After choosing your role, employee 1 should read the following scenario to others and all of you should answer according to your personal values.

You are all working in the same company. One day employee 1 accidentally listen to your boss discussion with her assistant. She says that she will fire employee 3 because he made a severe mistake in one project that he was carried out. Your boss knows that because she received an email from an external partner of yours, who was part of this project. You know that employee 3 implement this project along with employee 2 and employee 4, so the mistake belongs to all of them, even though it seemed that it was only his/her mistake.

What will you do? Will you inform your colleagues about what you heard? Will you speak to your boss?

What should the other employees do? Will employee 3 speak to your boss and explain that this was a team mistake?

Will employees 2 and 4 speak to employee 3? Will they talk to their boss?

TYPE OF THE ACTIVITY

Simple activity that requires the completion of another activity

CONNECTED ACTIVITIES

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TOOLS & RESOURCES NEEDED
-

TIME REQUIRED
50-60 min

Number of learners
1/4

RELEVANT SECTORS

- **Aesthetics**
- **Agriculture**
- **Arts**
- **Culinary arts**
- **Economics**
- **Education**
- **Engineering**
- **Informatics**
- **Law**
- **Management**
- **Medical and Health Care (including veterinary)**
- **Military**
- **Natural sciences**
- **Office Administration**
- **Public administration**
- **Social sciences**
- **Sports**
- **Tourism**

ADDITIONAL RESOURCES

Categories of Personal Value System: **https://www.essentiallifeskills.net/personalvaluesystem.html**

What are your personal core values?: **https://www.youtube.com/watch?v=BRvx5NY2xo4**

Values vs Goals: **https://www.youtube.com/watch?v=T-IRbuy4XtA**

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Marinoff, E. (2021, January 12). How to Define Your Personal Values and Live By Them for a Fulfilling Life. Lifehack. **https://www.lifehack.org/866227/personal-values**

itzpatrick, R. (2018, February 19). How to Identify & Prioritize Personal Values, Plus Why It Matters. The Daily Positive. **https://www.thedailypositive.com/identify-personal-values/**

Blackman, A. (2020, December 8). What Are Your Personal Values? How to Define & Live by Them. Business Envato Tuts+. **https://business.tutsplus.com/tutorials/what-are-personal-values--cms-31561**

IMAGE

https://pixabay.com/el/photos/%CE%AD%CE%BD%CE%BD%CE%BF%CE%B9%CE%B1-%CE%AC%CE%BD%CE%B8%CF%81%CF%89%CF%80%CE%BF%CF%82-%CF%87%CE%B1%CF%81%CF%84%CE%B9%CE%AC-%CF%80%CF%81%CF%8C%CF%83%CF%89%CF%80%CE%BF-1868728/

INTRODUCTION

Identifying and prioritising your values are important steps towards reliability. This activity will help you learn more about yourself, while you will also participate in a real-life scenario and see how your values affect your reactions and decisions.

How to demonstrate integrity in the workplace

DESCRIPTION OF THE ACTIVITY

You can discuss with your friends what you think integrity means. You don't have to find out an exact definition, just do a brainstorming session and then discuss about it. You can also answer the following questions as a team or on your own:

- What are the main character traits related to integrity?

-How is integrity connected with the workplace?

-What are some examples of integrity in everyday life?

Once you answer these questions, read the following to find out more about integrity in the workplace.

Integrity is the act of behaving honorably, even when no one is watching. People with integrity follow moral and ethical principles in all aspects of life. Integrity should extend to professional areas at work such as decision making, interacting with colleagues, and serving customers or clients.

Some character traits related to integrity are : honesty, responsibility, patience, respectfulness, etc.

These are some tips that will help you demonstrate integrity in your job.

Take responsibility: Everyone makes mistakes, but showing integrity means admitting these mistakes, and finding a way to handle them. Most bosses will appreciate your honesty, and your coworkers will be happy you didn't throw them under the bus. Owning your mistakes and having a plan for correcting them, fosters a sense of trust and teamwork.

Tell the truth: It's easy to tell truth if the news is good, but when they are bad, we are all afraid of negative feedback. Most bosses will forgive a mistake if you tell the truth and take the responsibility for your actions. At least your boss knows that they can trust you.

Show respect to your colleagues: Set a good example by respecting your colleagues' boundaries — both physical and emotional. Behave to others the same way you want them to behave to you. If you notice that a colleague looks stressed or anxious, you can offer to help. In case they don't accept your help, respect that too.

Keep your promises: Before making a promise make sure that you can keep them. If you something comes up and you have difficulty following through, let them know in advance.

Give credit: In some workplaces, it is hard to get the credit you deserve. However, When you recognise your colleagues' work, they will probably do the same for you.

You can read the following example of a situation in a workplace and answer the questions. If you are more than one people, discuss the situation and propose the different strategies that Anna should have followed.

Anna is a sales representative in a software company. During a meeting with a potential customer she was asked if the educational platform that her company develops could perform a specific functionality. Anna wasn't sure about the particular functionality, but she told him that the platform could perform this request in order to secure the sale. When she checked the request with the developing team, she learned that it wasn't possible to implement it. Both her boss and the buyer found out about that. Her boss got angry, while the buyer told them that he would not work with them again.

- **In what way Anna should handle the situation?**

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-What were the consequences of her actions?

-What alternative actions do you think Anna should have take

-Did her actions affect her reliability?

TYPE OF THE ACTIVITY
Simple activity that requires the completion of another activity

CONNECTED ACTIVITIES
- Learn your personal values -Be truthful

TOOLS & RESOURCES NEEDED
-

TIME REQUIRED
30-40 min

Number of learners
1-4

RELEVANT SECTORS
Aesthetics   **Arts**   **Culinary arts**   **Economics**   **Education**   **Engineering**   **Informatics**   **Law**   **Management**   **Medical and Health Care (including veterinary)**

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- **Natural sciences**
- **Office Administration**
- **Public administration**
- **Social sciences**
- **Tourism**

ADDITIONAL RESOURCES

Simple ways to demonstrate honesty and integrity: **https://www.platinumelectricians.com.au/blog/8-simple-ways-demonstrate-honesty-integrity-business/**

The importance of reliability at work: **https://www.careeraddict.com/the-importance-of-reliability-at-work**

REFERENCE

Colan, L. (2020, February 6). 8 Ways to Become the Most Reliable Person in the Room. Inc.Com. **https://www.inc.com/lee-colan/8-ways-to-become-the-most-reliable-person-in-the-room.html**

Oliver, V. (2020, April 24). 13 Ways to Demonstrate Integrity in the Workplace. Lifehack. **https://www.lifehack.org/articles/work/how-succeed-with-integrity-competitive-workplace.html**

Integrity: Definition and Examples. (n.d.). Indeed Career Guide. Retrieved March 5, 2021, from **https://www.indeed.com/career-advice/career-development/integrity-at-work**

IMAGE

https://pixabay.com/el/illustrations/%CF%84%CE%B1-
%CF%87%CE%AD%CF%81%CE%B9%CE%B1-
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%CE%B1%CE%B3%CE%B3%CE%AF%CE%B6%CE%B5%CF%84%CE%B5-%CE%B7-
%CE%BF%CE%BC%CE%AC%CE%B4%CE%B1-1691225/

INTRODUCTION

In this activity you will learn how to demonstrate integrity in the workplace and why this can lead to a rewarding and successful career.

Be truthful

DESCRIPTION OF THE ACTIVITY

Being truthful is a basic key to personal reliability.

Being dishonest is not always a matter of lying. We can tell a lie by mistake, share misleading information or pass along gossip. Anything that leads people to believe something that isn't true is dishonest.

These are some tips that you be helpful in being honest:

- **Own up to mistakes:** Admitting your mistakes is a basic step to accountability. Many employees put the blame on others, as they are afraid of the consequences. But, owning up to mistakes and moving forward will not only make the process faster but also earn you more respect.

- **Have a plan:** In case you have done a mistake, you have to admit it to your boss. But try to have a plan to fix it or ensure it doesn't happen again. This will mak e you look like a reliable employee.

- **Stand up for others:** Be honest with your colleagues and stand up for them if you see that there are negative behaviors that affect them. Your colleague may not always need help, but at least you tried to assist others, and they may do the same for you.

- **Keep your word:** This is very important for the improvement of your personal reliability. Do what you commit to. In this way others can trust you and your boss can delegate more responsibilities to you. But it's also possible that you can't keep your word sometimes. When this happens make sure to communicate properly and on time.

But keep in mind that there are situations when you should be careful in how you express yourself.

When you are upset with a colleague of yours: Sometimes, we may be disappointed from a colleague for many reasons, from forgetting doing a task to making our lives hard. So, in some circumstances our emotions may get us out of control. But, when you feel this way, you need to settle down before you communicate to anyone about the situation. Further, think hard before talking to your boss about the situation. Try to first contact with the individuals involved.

When you think that the company goes in the wrong direction: When you know that your company is doing something wrong, but you have already expressed your opinion, then you shouldn't keep saying it. If they've invested in this direction already, they may consider that you hider their work.

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When you are feeling underpaid or under evaluated: If you feel you're undervalued, you should certainly do something about it, but you should be careful on how to express your feelings. What you can do is collect as much concrete data as you can about your role, your responsibilities and contributions and present a well-founded case that you deserve more.

Now that you have read these tips, read the following scenario and choose an answer. The answers will lead you to a specific path. Let's see if you make the right decisions!

You are in an interview for a job, and the recruiter asks you why you have quitted your previous job. The truth is that you left your job because of your boss. Will you tell the detailed truth and present your previous employer as a bad boss?	
Yes	You didn't get the job, because the potential new employer thought that you will badmouth them as well.
No	Congrats! You did great on your interview and you got the job! You can go to the next question.

On your first month in the company, you did a serious mistake, and this costed some money to the company. Will you tell it to your boss?	
Yes	Good choice. You proved to your boss that you are honest and no one else paid for your mistake. You can go to the next question
No	Your boss found out that you didn't tell the truth. Now he thinks that you are unreliable.

You have promised to your colleague that you will help him finish a task. But the deadline approaches, and you will not complete the job on time. Will you let your colleague know?	
Yes	That's the best option. Communicate proactively with your colleague and let him know the exact date you will complete this task. Congratulations! You have made the right choices!

No	You didn't manage to complete the task on time, and you changed your colleague's management plan.

TYPE OF THE ACTIVITY

Complex activity that requires a significant amount of time and effort but does not require the completion of another activity.

CONNECTED ACTIVITIES

-How to demonstrate integrity in the workplace

-Learn your personal values

TOOLS & RESOURCES NEEDED

-

TIME REQUIRED

40-50 min

Number of learners

1

RELEVANT SECTORS

Include one or more sectors to which this skill is relevant. Please choose from the sectors below:

- **Arts**
- **Culinary arts**
- **Economics**
- **Education**
- **Engineering**
- **Informatics**
- **Law**

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- **Management**
- **Medical and Health Care (including veterinary)**
- **Natural sciences**
- **Office Administration**
- **Public administration**
- **Social sciences**
- **Tourism**

ADDITIONAL RESOURCES

The importance of honesty at work**: https://thriveglobal.com/stories/the-importance-of-honesty-at-work/**

Ways to demonstrate honesty: **https://www.franksonnenbergonline.com/blog/truth-be-told-13-ways-to-demonstrate-honesty/**

Honesty in workplace: **https://www.youtube.com/watch?v=Ex9v-UT4bKg**

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IMAGE

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INTRODUCTION

Do you know that being truthful is an essential skill in a workplace? Read this card and find out how to be honest with your boss and your colleagues.

1.1.1. ASSESSEMENT QUESTIONS

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1. Sharing misleading information can has consequences to your reliability.
   a. **True**
   b. False

2. You can become more truthful by:
a. **Keeping your world**
b. Blaming others for your mistakes
c. Recognising your boss mistakes
d. Managing your tasks effectively

3. Prioritising your values is not important as long as you know them.
a. True
b. **False**

4. One important step in meeting and managing deadlines is:
   a. Listening to your colleagues
   b. Delegating tasks
   c. **Eliminating distractions**
   d. Being a team player

5. People perceive time differently
a. **True**
b. False

6. Before making a commitment, you should:
   a. Categorise your values
   b. Ask from someone else to help you
   c. Make sure this commitment is in favor of your personal interests
   d. **Consider your feelings**

7. When someone asks you to make a commitment you should always accept.
   a. True
   b. **False**

8. Time management is an important skill only in business sector.
   a. True
   b. **False**