

Best Practices in an organization

Be the First person



- Being a team player who takes on more than the job description is a key to be a great employee and showing value so always try to be a good team player
- When your boss asks for help, stand upfront to take additional challenge, standout employees are always ready to take up additional responsibilities

Be proactive

- Be Motivated to seek out challenges, propose good ideas
- Be connected with your peers to take something off their plate
- The best employee are not passive, they take initiative to run things smoother or even better hence better if you are one of them





Work hard to create value

- Prove yourself far better & different than your colleagues - look ahead and see where you can add value to the team, your boss and the organization— make yourself valuable
- Top performers work hard and put in their greatest effort all the time



Bring solutions, not just problems

- Problems and challenges will come up in every job. It's inevitable. The best employees do not just bring the problems forward to their boss and let them deal with it- they come with solutions.
- While you may not always have the perfect answer, help your boss by showing that you've thought through some possible options.



Don't complain

- No one likes a whiner and that is especially the case in an office setting. Managers can't stand employees that complain about little issues that are outside of their control.
- Keep your complaining to your friends and family and maybe your best friend at work, but not your boss.
- Try to have a positive attitude- this doesn't mean you can't challenge ideas or question things.



Know that you are replaceable

- It's the reality, especially early in your career. Having the mindset that someone is waiting for your job, can give you the extra motivation you may need to go the extra mile at work.



Make your own development plan

- Top performers make their own development plans, they do not wait for their manager to create something for them- because often that doesn't happen.
- Chart your own path for growth and bring forward your goals to your manager.
- It's important that you understand that while your organization wants to see you succeed, it's still an organization with its own goals.



Never stop learning

- The best employees know they don't know everything and strive to continue to learn. Top performers still make mistakes, but what defines a top performer is that they learn from it.



Be adaptable

- Circumstances change all the time. The best employees are able to modify their expectations and adapt to new situations.
- While it may be uncomfortable, top performers know that it is inevitable and strive to be flexible. This is especially true in the social impact sector.



Don't expect a promotion, Earn one

- Everyone is not entitled to a promotion after a year. Promotions are earned when you show sustained great work.