



Kualiti-Kualiti & Jati Diri Pekerja Cemerlang

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Amanah

Pekerja yang cemerlang boleh dipercayai, jujur dan ikhlas dalam segala tindakannya. Ia sentiasa bercakap benar, tidak bohong, tidak menipu, tidak mencuri atau tidak mengambil hak orang lain. Ia sedar bahawa segala perbuatannya adalah diperhatikan oleh Tuhan.

Dedikasi

Pekerja yang cemerlang amat rajin, bersemangat tinggi serta komited dalam melaksanakan segala tugas dan tanggungjawabnya. Apa juga tugasannya, akan dilakukan dengan sepenuh hati. Pekerja yang cemerlang akan melakukan dengan penuh tanggungjawab dan iltizam untuk mencapai hasil yang terbaik.

Bijak

Pekerja yang cemerlang bijak mengurus diri, menggunakan masa, serta sumber-sumber di sekeliling. Ia menggunakan masa hidupnya dengan sebaik-baiknya; melakukan hanya yang baik dan menjauhi perkara-perkara yang ditegah. Pekerja yang cemerlang juga sentiasa berusaha memperbaiki dirinya. Ia cenderung melakukan serta mempelajari perkara-perkara yang mendatangkan faedah.

Elok

Pekerja yang cemerlang baik dari segi penampilan diri, tuturkata dan perbuatan. Ia mempunyai perwatakan yang ceria, yakin dan senang didampingi. Pekerja yang cemerlang menjadi contoh kepada pekerja yang lain, baik dari segi gerak-gerinya, fi kiran dan percakapannya serta tindakan-tindakannya.

Cergas

Pekerja yang cemerlang sentiasa menjaga kesihatan fizikal, minda dan emosi diri. Ianya juga menjaga pemakanan serta membuat latihan jasmani. Kebijaksanaannya dalam mengurus diri serta kecenderungan melakukan hanya aktiviti-aktiviti yang berfaedah membuatkan dirinya lebih berdisiplin, sihat, dan cergas. Ini juga menyebabkannya lebih tangkas dan aktif dalam aktiviti-aktiviti yang diceburinya.

Faham

Pekerja yang cemerlang lebih banyak mendengar daripada bercakap. Sikapnya yang demikian, menyebabkan ia lebih banyak berfikir, menganalisa dan mengetahui sesuatu isu sebelum ianya memberi maklumbalas. Ingatannya juga kuat kerana ia mempunyai kualiti yang ingin benar-benar memahami apa yang didengar, dibaca, dilihat atau yang dipelajarinya.

Gigih

Pekerja yang cemerlang sentiasa melakukan kerjanya dengan penuh minat dan tekun. Ia seronok belajar setiap perkara baru yang dipelajari. Ianya pandai dan mudah menyesuaikan diri dengan semua keadaan.

Hasrat

Pekerja yang cemerlang sentiasa menyimpan pada hati kecilnya suatu hasrat untuk menjadi manusia yang sangat berguna dan berjaya. Hasratnya untuk mencapai cita-cita atau impiannya memberikan suntikan motivasi kepadanya untuk berusaha bersungguh-sungguh mencapai kejayaan dalam kehidupannya.

Iman

Pekerja yang cemerlang taat kepada perintah Tuhan dan berusaha mencapai kejayaan selaras dengan norma-norma hidup iaitu mengamalkan apa yang disuruh dan menjauhi apa sahaja yang dilarang.



“...But, if you could ‘fool all the people all the time’ - How would they know?...”

*“ George Bernard Shaw:
Better keep yourself clean and bright.
You are the window through which you
must see the world “*



The 10 Secrets of Successful Leadership

By : Smith - Jones

1. Confidence in Yourself :

This is perhaps the most significant quality of a leader. The word confidence comes from the Latin word 'confidere' - "to have full trust or reliance". So to be a confident person, you must have full trust or reliance in yourself. As if you don't trust yourself, how can you expect to gain trust from others? Remember - confidence is contagious. Know that you're a leader, and others will believe in you.

2. Focus :

Remember the role of a leader? In order to reach a common goal, you must not only focus on the goal yourself, but it is also important to channel the combined wills of your team and focus on what you need to achieve. So if a member of your team begins to lose sight of what you're aiming for, it is your duty as a leader to guide them back towards it.

3. Listening :

Being a leader is not about general superiority. You are not better than other people. And that also means that your ideas will never be perfect. Listen to the suggestions of your team, and they just might have ideas that drastically boost the efficiency of your plan.

4. Being Decisive :

Making decisions is very important, especially when you are presented with time constraints. So although I said that you are not "better" than other members of your team, you have to know when to choose an idea and just run with it. You can never make the "wrong" decision; as long as you do what you think is right at the time. Be confident in yourself and the decisions that you make.

5. Responsibility :

If you make a decision that goes wrong, you have to take responsibility for it. Although people may blame you, and accuse you of making a bad decision, you are the leader and you did what you thought was right. So accept what has happened, learn from your mistakes and move on.

6. Resistance to pressure :

Leadership comes with many assumptions. And everyone has their own ideas of the qualities that a leader should possess. This means that you may feel pressure to live up to what they expect of you. So if you do not live up to their expectations of you, you have to know when people's expectations are unreasonable. Because they can't do any better, otherwise they would be the leader.

7. Control and Delegation :

Control does not have to be forceful. Control just means that you have to ensure that each everyone plays the role delegated to them. As long as your team have confidence in you, they will respect your decisions. So if you ask them to do something, they will do it, knowing that you will all be one step closer to the common goal.

8. Whole Learning :

Learning means not only learning from your team and listening to their ideas, it also means trying to teach your team something new in the process. So that your whole workforce is constantly becoming more useful and efficient.

9. Optimism :

Positivity is contagious, and unfortunately, so is negativity. You will often have someone in your team who has a negative attitude. That does not make them a pessimist; perhaps they're just having a bad day. So instead of punishing their negativity (which simply adds more negativity to the situation), fill their head with positive thoughts, and the negative ones will fade away. The fact that negativity is also catching means that when you're feeling negative, count your blessings, because people won't have faith in you if you're a negative person.

10. Congruence :

As I mentioned earlier, all good leaders are congruent in one way or another. What do I mean by congruence? I mean that they have a solid personality, in the sense that who they are on the outside actually reflects who they are on the inside. A "not-so-great" leader may seem to ooze confidence on the outside, when they're terrified on the inside. And some of their subconscious actions will give it away. And without knowing why, people just won't trust them. People who are not congruent people are not trustworthy because they're pretending to be someone they're not. However, if you're just starting out as a leader and you actually aren't confident on the inside, don't worry: Keep up the outer-confidence and the inner-confidence will follow.

Conclusion :

If you have never been a leader, and you've decided that you're ready to step up, understand that anyone can be a leader. And even if you have none of the qualities described above, they can all be gained with time and effort. Look at the greatest leaders you know of. They all had to learn it somehow. Nobody is born a leader, but everyone can learn. The only tools you need to begin with are a willingness to learn and faith in yourself.



“ It's not enough that we do our best; sometimes we have to do what's required ”