



working well

## HOW TO SHINE

- Think through questions before asking.
- Use skills, information and resources to solve problems.
- Accept constructive criticism gracefully.
- Don't duck when challenges come your way.
- Seek opportunities to learn, and stretch your boundaries.



# SHINE Like a Star

You bring something to work every day that is valuable: your unique blend of knowledge and experience. That's what makes you an asset as an employee. You stand out when you follow through and keep your promises, focus on teamwork instead of personal glory, and manage your time wisely.

