

**CLASS: JSS 1**

**WEEK: 4**

**TOPIC: RIGHT ATTITUDES TO WORK**

**Attitude:** This is the way one thinks about or behaves towards things, persons or situations. Attitude can either be right or wrong, positive or negative, good or bad. One's attitude towards a thing determines one's attachment and value attached to it.

**Right attitudes to work are as follow:**

1. Punctuality and Regularity
2. Devotion to Duty

**Punctuality and regularity:** Punctuality is keeping to an agreed time always while regularity means coming to work every time, as required by the organization.

Therefore, punctuality and regularity can be referred to as the ability to keep to an arranged procedure consistently without changing.

Attributes showing punctuality and Regularity are as follow:

1. **Commitment:** It is the ability of a worker to put in his energy and time in form in form of hard work towards the success of an organization.
2. **Interest:** When a worker is punctual and regular at work, it shows that he or she has interest in the progress of the organization
3. **Promptness:** A worker who attends to his or her duties without delay is said to be prompt in discharging his or her duties.
4. **Consistency:** A worker who keeps to laid down rules and standard of the organization is said to be consistent.
5. **Reward:** This is something that a worker gets in form of extra benefits to encourage him/her for better performance and productivity.
6. **Sanction:** This is a penalty imposed on worker as a result of breaking rules and regulations in an organization.

**Rewards for Punctuality and Regularity:** Reward is a price received for good deeds. The following are some of the rewards for punctuality and regularity:

- i. **Promotion:** A punctual and regular staff is being promoted or referred to higher office for his/her advancement in positions.
- ii. **Award:** A punctual and regular staff stands the chance of receiving an award from the organization. This award may be in the form of cash, material things, plaques etc.

- iii. **Recognition:** A punctual and regular staff stands the chance of being appreciated and honoured publicly among other workers during the organization's end-of-the-year party.
- iv. **Job Security:** A punctual and regular staff stands the chance of retaining his/her job with the organization during a period of retrenchment or redundancy.

#### **Consequences or dangers of not being punctual and regular to work:**

- i. **No Promotion:** A worker that is not punctual and regular will not be promoted as at when due.
- ii. **Demotion:** A worker who is not punctual and regular at work may end up being demoted that is being reduced to a lower grade.
- iii. **Dismissal:** A worker who is not punctual and regular may end up being dismissed or disengaged from his duty if he does not change.
- iv. **Low Productivity:** When workers are not punctual and regular in an organization, it may result in low productivity.
- v. **Reduction in Income Generation:** When workers are not punctual and regular at work, it leads reduction in the revenue generation for the organization.

**Devotion to Duty:** This is another right attitude to work, it means being committed and dedicated to the responsibilities given to an individual. A staff is said to be devoted to his duty when he or she puts in his her best to achieve or boost the productivity and growth of the organization.

#### **Effects of Devotion to Duty on Productivity and Development**

- i. **Increase in Production:** Devotion to duty results in increase in productivity and development. This is because when a worker is devoted, he puts in more effort and time to his job.
- ii. **Increase in Income:** Where there is increase in productivity which is caused by devotion to duty, there is increase in sales. This, in turn, increases the income or revenue of the organization.
- iii. **Reduction in Wastage of Resources:** Devotion to duty makes an individual more familiar with his job. This brings about dexterity (skillfulness mastering hand works) on the job, thereby reducing wastage of resources or raw materials.

#### **Assignments**

1. What are the consequences of not being punctual and regular at work?
2. What are the attributes of punctuality and regularity?