

Strategies for Keeping Your Job

Make a list of things you think people do to stand out at their company. Then scan the article to see if any of the strategies match the things you came up with.

After working six years at a company, Bob Congers lost his job. He hadn't done anything wrong. On the contrary, he was a good worker, but his company was cutting its workforce.

Workforce cutbacks are common in today's economy. So how can you distinguish yourself and avoid losing your job? Career experts have developed these strategies for holding on to a job:

Being a good worker is sometimes less important than making sure that people know you're a good worker. Volunteer for new responsibilities, push your ideas, and make sure everyone knows you.

Learn everything that could help you do your job better. If the

company buys computers, learn how to use them. If learning more about marketing could help you, take a short course.

Make sure you know about changes and new directions in the company. If you find out that sales is becoming the most important department, try making a move to sales.

People who find things to complain about are a lot less popular than people who find things to praise. Having a good attitude is important.

Having good ideas isn't always enough. You need to be able to communicate them. Find ways to improve your speaking and writing skills.



You can make a positive impact on your boss by arriving early and working late. And you should always dress in a businesslike way, even if others dress casually.

In the end, it all comes down to one basic strategy: Make yourself so valuable that the company won't want to lose you.

A Read the article. These headings are missing from the text. Add the correct heading to each strategy in the article.

Be positive.

Express yourself well.

Impress your superiors.

Make yourself noticeable.

Keep up-to-date.

Take classes.

B Check (✓) the name of the employee that fits each description. Then underline the information in the article that helped you decide the answer.

1. Whose job is *least* likely to be cut?

- ☐ Anne's. She brings problems to her boss's attention.
- ☐ Beth's. She always finds something good to say.
- ☐ Carol's. She keeps her opinions to herself.

2. Whose job is *most* likely to be cut?

- ☐ Charles's. He takes on different responsibilities.
- ☐ Bill's. He spends time training in new areas.
- ☐ Alex's. He arrives on time every day.

C Group work Which strategies do you think are the most useful for keeping a job? Can you think of other strategies?