

危机下保住工作：不做职场“隐形人”实用英语 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/639/2021_2022__E5_8D_B1_E6_9C_BA_E4_B8_8B_E4_c96_639869.htm Appearances to Avoid:

The purveyor of significant, needed organization knowledge needs to take care that he is not seen as a road block, a naysayer, or a negative employee who focuses on what doesn ' t work, didn ' t work, and won ' t work. You ' ll want to avoid being viewed as an employee who is not open to new ideas. You need to stay away from the appearance of territoriality or unwillingness to share information

。 避免出现：组织提供重大信息的决策者要注意，不要让别人觉得你是一个障碍，是一个怀疑论者，或者是一个只专注于那些过去，现在，将来都不肯能起作用的事情的消极员工。你要避免被人看作是一位听不进新思想的员工。不要停留在事情的表面，也不要不愿意和大家分享信息。我要收藏

Contributions that add measurably to the bottom line via cost savings, process improvements, increased sales, and new customers are noticed and will help in keeping your job. It ' s not enough to make the improvement, your boss must know you made the improvement. Measurable contributions count。 你可以通过为公司做贡献来增加你的重要性，比如节约成本，改进工艺，提高销售量，以及开发新开户等，这对保住你的工作是有帮助的。但是，光做贡献是不够的，你必须让上司知道你为公司做了这些贡献。看得见的贡献才算。 Start by setting goals with your boss, agree on measurements, and determine when he or she wants feedback. Make the improvements, document the starting

point and your progress, share the results with your boss and interested others. Make sure your measurements are accurate and that the leadership group sees your documentation. If your company offers recognition for extraordinary contributions, ask your boss to nominate you。 从与你的上司拟定目标开始，商定评测标准，并确认你的上司什么时候想要结果。在你做贡献的时候，将你的起点和过程用文件记录下来，与你的上司分享结果，让其他人对你的贡献感兴趣。确定你的评测是精确的，并确保你公司的领导层看得见你的贡献。如果你公司设有特殊贡献奖的话，让你的上司提名你参加。 Kristy Chamberlain, a Baton Rouge, LA Human Resources manager, says, “ Be visible. Volunteer for extra assignments that will make the boss and the boss ’ s boss know your name. Design a brochure, take minutes in the executive meeting, polish a report - work diligently and be noticed。 ” 路易斯安那州的巴吞鲁日人力资源经理Kristy Chamberlain说：“让别人看得见自己的努力。自愿做额外的任务可以让你的上司或你上司的上司知道你的存在。制作一个小册子，用来在常务会议上作会议记录，完善你的报告，勤劳的工作可以让别人注意你的存在。 Jay Himes, an executive director in Lynchburg, VA adds, "Make sure you are providing value. Always ask, ' What are your accomplishments today? How could you have used your time better?" 弗吉尼亚州林奇堡的执行理事Jay Himes补充说：“确保你的贡献是有价值的。经常自问自己今天的成就是什么？你可以怎样更好的利用时间？” 100Test 下载频道开通，各类考试题目直接下载。详细请访问

www.100test.com