

职业生涯弥补错误六大准则 PDF转换可能丢失图片或格式，
建议阅读原文

https://www.100test.com/kao_ti2020/645/2021_2022__E8_81_8C_E4_B8_9A_E7_94_9F_E6_c96_645779.htm Everyone makes

mistakes. Usually you can correct your error or just forget about it and move on. Making a mistake at work, however, can be more serious. It may cause problems for your employer and even affect the companys bottom line. Repercussions will ultimately trickle down to you.

人人都会犯错。通常情况下你可以改正你的错误或者干脆忘掉它并继续前行。但若在工作中犯错就要严重得多了，它很可能给你的雇主造成麻烦甚至碰触到公司的底线，而这些后果最终会反应到你的头上。

Simply correcting your mistake and moving on may not be an option. When you make a mistake at work your career may depend on what you do next. 仅仅改正错误然后继续向前可能并不现实。若在工作中犯了错，你的职业生涯就取决于你下一步的行动了。

Admit Your Mistake 承认错误 Tell your boss about your mistake immediately. The only exception is if you make an insignificant error that will not affect anyone. Otherwise, dont try to hide your mistake. You will look terrible if someone else discovers it. 立刻跟你的老板承认你的错误。除非你犯的错无关紧要且影响不到别人，否则不要试图掩饰你的错误，因为如果错误被发现，你会变得很惨。

Present Your Boss With a Plan To Fix Your Mistake 带着能弥补错误的计划去见老板 When you go to your boss to confess your mistake, you must have a plan for correcting it. Present your plan clearly. Tell your boss how long it will take to implement your plan

and if there are any costs involved. 当你去向老板承认错误的时候，必须带着一个能够弥补错误的计划。把你的计划讲清楚。告诉老板你的计划要多久才会生效，或者是否需要额外的费用。 Dont Blame Anyone Else for Your Mistake 不要因为你的错误责怪任何人 Pointing fingers wont help anyone if you make a mistake. Encourage those who may share responsibility to follow your lead in confessing to your boss. 如果你犯了错，指责别人帮不了你。鼓励那些愿意和你分担责任的人跟着你一起去找老板承认错误。相关推荐：#0000ff>如何应对职场流感-“拖沓症”？#0000ff>资深HR招聘心得分享#0000ff>感悟：职场英语对我们求职的影响 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