



SKILLS

OF

COMMUNICATION

OREGON TRAIL CENTER #283

2229 NE Burnside St. (503)665-4428

Gresham, Oregon 97030

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LEADERSHIP

4 RULES FOR SUCCESS

1. MAKE SURE YOU UNDERSTAND EXACTLY AND PRECISELY WHAT THE BOSS IS TELLING YOU TO DO.

2. NEVER,.. AND I REPEAT NEVER,.. MOAN, GROAN, OR COMPLAIN, IN ANY WAY, ABOUT THE JOB YOU'VE BEEN GIVEN - DO IT WITH A SMILE.

3. DO THE JOB BETTER THAN ANY OTHER PERSON COULD DO IT - GIVE THE BOSS YOUR VERY BEST SHOT.

4. ASK THE BOSS TO CHECK YOUR WORK TO BE SURE YOU DID IT THE WAY THE BOSS WANTED.

JIM CAMPBELL

Director for Research & Development