

MANAGER TRAINING

Arrive to Work On Time and Ready

Being on time for work is important and demonstrates you are responsible. Good attendance habits are an extension of time management skills you need for success on the job.

Employees who cultivate these habits may be more likely to get promoted. Establishing a punctual track record also shows respect for co-workers' and supervisors' time, and indicates you care enough about your work to put in a full day's **effort** to earn a full day's pay.



Being On Time Demonstrates Commitment to Productivity

Punctuality and productivity go together. Workplace tardiness results in added costs for employers. Employees who regularly show up late for work, take unauthorized breaks or spend time on non-business activities like personal calls can't help employers meet their objectives. The loss of 10 minutes here or there can result in a pattern of counterproductive work behavior that short-changes employers and undermines an organization's best interest.

Being On Time Results in Positive Peer Relations

Failure to develop good attendance habits jeopardizes relations with co-workers and supervisors -- especially at small companies, where one person's absence will affect the workflow. Arriving late or leaving early on a regular basis can arouse resentment among co-workers who suddenly have to take on extra tasks or cover a shift without you. Even if your work is exceptional, your colleagues may accuse the boss of showing favoritism. Managers who don't address this issue risk a reduction in morale and productivity once employees start questioning why they're held to a different attendance standard.

Being On Time Demonstrates Commitment

Employers view attendance as a major sign of work ethic and motivation. Chronic tardiness shows complacency and lack of respect for co-workers who come in on time and meet deadlines. An employer is unlikely to offer a tardy employee additional opportunities, which is essential in getting promoted. Instead, you risk being fired, demoted or stuck in the same position where you started.

Conclusion

It is in the managers' best interest to ensure that the team is set up for success by leading by example. Managers and subordinates arriving late to work show disrespect for others and are not dependable; hence, they may not be considered for promotional opportunities due to their lack of commitment to the team and the company. It is important managers hold employees accountable for not following the attendance policy in a consistent manner.