

IMPORTANCE OF VALUES EDUCATION TO ADMINISTRATIVE ASSISTANTS

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Many individuals know the importance of Values Education in one's life. We can easily determine a person's character, attitudes and behavior and the way he interacts with other people by the way he speaks and the way he moves; especially when you are working in just one organization and most of the time you mingle with each other. Values guide us in our daily life. From our own family, from the school we studied, we usually hear good words from our parents, from our teachers the right thing to do especially in terms of honesty, responsibility, service, friendliness, respect and self-respect. Our attitude and behavior tell big things about our character. These values inculcated in us are very significant in our civil and just society.

In office work, values education has primary importance. The way an employee deals with his or her co-workers speaks so much of her character. They must be aware that values education can be understood through the benefits it can create. The importance of value education can be understood through its benefits since it helps to develop both the spiritual, emotional, and physical side of an individual. It also teaches different individual movement and mannerisms and at the same time it helps to develop a sense of camaraderie, brotherhood, good public relations and clear communication to the superiors and co-workers; in addition the spirit of religiosity is being instilled to many. Employees can be helped arrived at a correct and appropriate decision through values education which guide them in decision-making. Values help to shape our relationship in an organization. We are cautious in our dealing with different clients with

ease. The employees must be attuned to the changing times and scenarios while being aware of giving service efficiently.

An organization will run smoothly if all the employees possess good attitude and behavior and also, it is much better if they can be involved in decision-sharing.

References:

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