DEPENDABILITY

- Definition
  - For the term, dependability, I suggest it as capable of being depended on or worthy of trust.
  - Dependability is an important quality for an employee.
  - An employee who have dependability
    - shows up at work on time everyday
    - keeps his promise
    - is trustworthy and have responsibility
    - finish each day’s tasks or assignments without being told
    - look around the company to see what needs to be done.
PROBLEM-SOLVING

Definition
Problem solving is defined as the process of finding answers or solutions to difficult or complex issues using critical thinking skills.

Benefits
- improves thinking, flexibility and creativity
- encourages cooperative skills
- impresses other people
- becomes dependable by other people