





- Make quality personal
  - Do the right thing, ALWAYS
- ) Honor commitments
- ) Celebrate success & have fun
- Look ahead and anticipate
- ) Find a way
- Pay attention to the details
- Deliver impactful customer service
- Teamwork over self
- 10) Communicate effectively
- 1) Listen generously
- 12) Be relentless about improvement
- 13) Empower your people
- 14) Give back
- 5) Practice the Golden Rule





Quality is not an act; it's a habit.

# make QUALITY personal

- Do your best work always
- Take pride in what you do
- Move beyond status quo







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## do the**RIGHT**thing ALWAYS

- Hold yourself and your team accountable
- Take ownership of situations
- Be truthful

Always do the right thing, even when no one is watching.











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If you make a commitment, honor it. If you make a promise, keep it. If you set a goal, achieve it.



# HONOR commitments

 Do what you say you are going to do, when you say you are going to do it







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# celebrate SUCCESS and have

- Recognize associates and teams
- Keep things in perspective

Celebrate the success of others as you would want others to celebrate you.











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#### He who doesn't look ahead remains behind.

# ANTICIPATE

- Understand and focus on the desired outcome
- Search for opportunities









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- Leverage resources and teammates
- Evaluate all potential options
- Focus on how we can do it

Find a way, not an excuse.

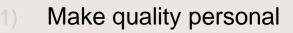












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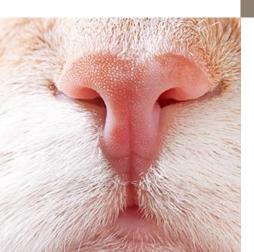




The difference between something good and something great is the attention to detail.

# pay attention to the **DETAILS**

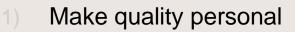
- Be accurate and precise
- Double check before presenting/delivering
- Trust information provided, but okay to question and verify











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#### deliver impactful customer **SERVICE** INTERNALLY : EXTERNALLY

- Be accurate and precise
- Respond in a timely manner
- Be proactive
- Be sure information is accurate

Consistently amazing customer service doesn't happen by accident.











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Whatever we accomplish belongs to the entire group, a tribute to our combined efforts.



#### TEAMWORK over self

- Be a team player; provide accountability
- Work for the greater good
- Leverage each others strengths and utilize resources







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## **COMMUNICATE** effectively

- Give/get clear expectations
- Communicate to be understood; organize your thoughts in advance
- Know your audience
- Manage your body language

Seek first to understand, then to be understood.











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The biggest communication problem is we don't listen to understand. We listen to reply.

# LISTEN generously



- Listen to learn and understand
- Be present







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## be relentless about IMPROVE MENT

- Is there a better way to do it?
- Keep getting better
- Be solutions-focused

Do one small thing to make today better than yesterday.









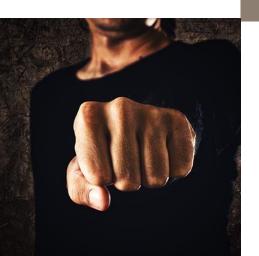


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The role of leaders is not to get other people to follow them, but empower others to lead.



# EMPOWER your people

- Provide authority with responsibility to make decisions
- Create a trusting and supportive environment
- Prepare associates for success







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# **GIVE** C k

 Support our community through our time, talents and resources What you do makes a difference, and you have to decide what kind of difference you want to make.











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Do unto others as you would have them do unto you.

# practice the **GOLDEN**

 Treat one another with respect

