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ON THE JOB: Getting Along

By Joanna M. Carman

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At some jobs, you will find that co-workers share personal experiences, problems, and triumphs. In others, co-workers maintain professional relationships, keeping personal talk to a minimum. In either type of work environment, you will need to learn to get along with the people you work with.

Think about the difference you would feel in the following two scenarios:

1. You work in an office where every time you leave the room, you are the topic of conversation. Not only that, but you constantly have to defend your work and role in the company because your co-workers don't think you are pulling your weight. On several occasions, arguments have escalated to yelling or fighting.
2. You work in an office where co-workers say, "Hello" or "Good Morning" the first time they see you. When you have a question, you can find help within your company without feeling any differently about your abilities. (After all, you can't know everything). And, when things get frustrating, you and your co-workers pull together to get the job done.

Who would really want to wake up every morning for the first job? Chances are the company in the first scenario has a high turnover rate and is not producing

as it could. Nobody can work to their full potential if they do not feel good about showing up for their job each day.

You are not expected to be friends with all of your co-workers and supervisors. In fact, some employers discourage personal relationships within the workplace. However, you are expected to respect your co-workers, the company, and its clients and guests.

Understand that when a company hires you, they are offering you payment for your knowledge and skills,

and your ability to use those skills in collaboration with everyone else at the company. You are being hired as part of a team. As part of the team, you are expected to treat every other team member with the same respect and professionalism that you expect from them.

How to Show Respect

Here are some easy ways to show your co-workers respect, therefore nurturing a positive and productive workplace:

- Smile - As silly as it sounds, a smile helps instantly put people at ease, and makes them want to smile, too.
- Old-fashion manners - Take an extra two seconds to hold the elevator door for someone you see sprinting to it. Be courteous and open doors, help co-workers carry handfulls of papers, and make a good habit of using "please" and "thank you."
- Listen - When someone is taking the time to explain directions or offer you feedback, make eye contact and listen to what they're saying. Think of how it makes you feel when you are talking to someone while they're ruffling through papers and grunting an occasional "ah-huh".
- Offer assistance - If you see your co-worker in a jam, offer whatever help you can. Respect them by showing them that you are both on the same team. There may come a day that you will need help getting an important project done by deadline. If you have shown this kind of respect to your co-workers, they

will most likely show it to you.

If A Co-Worker Is Not Showing You Respect

There will be times when a co-worker may yell at you, or perhaps say something to intentionally make you angry. The worst thing you could do is to yell back or fight with this employee. However, you do not deserve to feel threatened at your job, and you can use these tips to ensure the disrespect stops:

- Remember that everyone has a bad day on occasion, and the attack may be a direct result of a co-worker's personal problems. Try to be understanding and compassionate. You could try saying something like: "I'm sorry that something is obviously on your mind, but please remember that I didn't do anything to you and don't feel that I deserve to be disrespected."

You can even offer the co-worker some assistance to help them cool off.

- Whatever you do, don't fight back. If another employee really is disrespecting you, your argument will be no good if you start yelling and insulting your co-worker. If you fight back, the situation changes from someone disrespecting you to supervisors having to cool off two unruly employees. And, believe that will only happen once or twice. Then the supervisor may begin thinking you are a problem.

- Try talking to your co-worker. If your co-worker says or does something that you feel is disrespectful, bring it to their attention. This co-worker may not realize that he or she is overstepping a line with you. Try saying something like: "What you just said (or did) made me feel like you do not respect me (or my position). I'm sure that wasn't your intention, but in the future, could you please try to be more mindful in the future?" You may even offer the co-worker some pointers on what makes you feel respected. Paraphrase what they just said to make it sound more positive.

- If all else fails, talk to your supervisor and/or counselor. When you feel that you've done everything you can to earn the respect of your co-workers and you're still having problems, talk to your immediate supervisor. You may even request a meeting between

you, the other employee, and your supervisor to get to the root of the problem. Not only that, but your supervisor may have more tips to help you get along in the workplace.

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One Step at a Time in the Job Search

By Marilyn Tellez

What is the first step to take in a job search?

Let's start with "Who Am I?" If the job seeker can answer that question easily, then the rest of what to do, comes easily.

It is often the hardest thing to do in a job quest, or anything else in life.

Answering this question cannot be answered by a recitation of job roles. Job roles are what a person did in a job; the tasks performed.

The "Who Am I?" question has to be answered by an analysis from the job seeker, of just who the person is. Is the job searcher riddled by anxiety? Then, it is wise to admit that being anxious is a part of the personality makeup. We are to assume that it does not interfere with performing a job. Is the job seeker optimistic? Then that part of the personality can be emphasized in the job seeker and let that QUALITY be a part of the what the job seeker offers in a job.

Any personality trait, from pessimistic or optimistic, cannot be hidden away for long. So, answering the "Who Am I?" question is to be dealt with honestly and PRECISELY. Without knowing oneself well, the rest of the job search is just an empty exercise.

Employers look for whole people who often have quirks, possess good qualities, and able to do the tasks the job entails. Whole job seekers have a less stressful time looking for a job! They are always impressive!

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One Step at a Time in the Job Search
Are You in Touch With Your Inner "M"?

F-E-A-R in the Job Search!

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How to Gain and Retain More Customers

Time Stretching Tips



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