Supervisor/HR Newsletter
Helpful Resources from your Employee Assistance Program

How to Gain Respect in your Workplace

When trying to move up in your company, remember your abilities are not the only thing that get you promoted—respect from your peers and boss play a major part as well. Sam Becker, writing at CheatSheet, says gaining respect can start with simple changes to your behavior.

Show up early. It's a subtle way to show you are responsible and hardworking. If your schedule allows, get to work an hour early; you'll be setting the right example.

Maintain your posture and make eye contact. You need confidence to gain respect, and a simple way to show confidence is good posture and eye contact. If you aren't already used to these practices, keep working at them. These simple physical changes can really affect how others view you.

Speak with authority. You have to show confidence in the way you speak to gain respect. This means speaking clearly and with intention. Make sure your facts are correct before you begin talking about certain topics.

Use silence as a tool. With practice you can master silence. Breaks of silence in presentations or conversation can leave lasting impressions on those around you. Silence, when used properly, can redirect a conversation or allow people to ponder a thought a little longer. This can definitely be used to your advantage.

Lift others up. You can make your way to the top by only caring about your individual well-being, but you may end up not respected. To earn your way to the top and still have others appreciate you means that you will need to help others when they are in need. This is the true definition of a leader and a respected co-worker.

Source: http://www.businessmanagementdaily.com/46768/how-to-gain-respect-in-your-workplace

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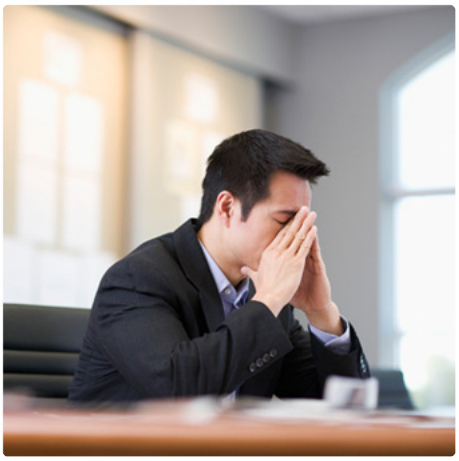
Shake Off a Bad First Impression



Bad first impressions are hard to shake. Getting off on the wrong foot with a co-worker or a boss means it could take a while before they see you the way you want to be seen. Dorie Clark, writing in the Harvard Business Review, suggests ways to overcome a bad impression and change others' perceptions of you.

Surprise them. People won't re-evaluate your character if you are making small changes because it takes too much time and energy. If you want them to change their mind, you need to make bolder statements and gestures. For example, if you are known as being quiet and unable to take the lead, start being the first person to speak up; this will grab your boss's and team's attention.

Overcompensate over time. Surprising them once won't change their opinion of you. You need to continuously make these changes, and you have to remember that these new behaviors will have to go on longer than your original "bad impression" behavior for your coworkers to notice and start to think differently of you.

Get closer to them. When you know someone has a bad impression of you, it's easier to just avoid them and conflict altogether. But this may only make the person dislike your behavior more because they aren't learning anything new about you. It may be uncomfortable at first, but try to find ways the two of you can get to know each other better. Meaningful conversations are sure to help change someone's opinion of you more than everyday niceties.

Wait it out. Sometimes, you did nothing wrong to create the bad impression. If this is the case, waiting it out might be the only way to change others' opinions. This may take longer than you would like it to; but with a little effort and strategy, one day their opinions will change, and they will finally appreciate the work you do.

Source: http://www.businessmanagementdaily.com/46767/shake-off-a-bad-first-impression

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Ask Your EAP!

The following are answers to common questions supervisors have regarding employee issues and making EAP referrals. As always, if you have specific questions about referring an employee or managing a workgroup issue, feel free to make a confidential call to the EAP for a management consultation.

Q. I am a new manager and in my first job as a supervisor. What problems might I encounter early that I can prepare for now? If I feel overwhelmed, can the EAP help me?

A. Becoming a manager can be exciting and feel a little overwhelming. It helps to be sure you understand your role and responsibilities. Have this discussion and nail down the details early. This will prevent many problems you would otherwise face from overlooking important aspects of your job. Be prepared for difficult challenges that lead you to question your ability to do the job. This is normal. If your employees are performing well, do not see this as a signal to ignore them until they need you. Be proactive and engage with them regularly. The supervisory role includes influence projected by your knowledge and abilities, and leverage naturally linked to your authority. Both dynamics influence employee productivity. The EAP can help you with time and stress management; tips on organizing work; consulting on how to manage difficult employees and how to coach; education on conflict resolution and managing teams; support when faced with tough decisions like terminating an employee; and, counseling to help you avoid burnout.

Q. Many employees are taking care of elderly parents while managing their households and parenting their own children. I think some of these workers are at risk for burnout, or at least for being unproductive at some point. How can managers play a role in helping these workers?

A. Compassion fatigue describes the type of burnout often experienced by caregivers. Additionally, the "Sandwich Generation" describes those adults faced with responsibilities for their children while also ministering to the needs of elderly parent(s). Like nurses who may experience burnout that contributes to less-effective patient care, absenteeism, and employee turnover, these employees may pose similar risks to employers. Realize that caregivers may not notice the level of stress they are truly under until symptoms like health problems appear. For burnout, these could include dozens of maladies and complaints—headaches, lowered resiliency, interpersonal conflicts, cynicism, irritability, low energy, more frequent colds, or blaming the employer for not appreciating his or her contributions. It can be a highly mixed bag of issues. When you witness productivity drop-offs among employees, refer early to the EAP.

Q. Beyond respect and tolerance, how can I help employees see the value of diversity and use it as a resource to support work goals and the organization's mission?

A. Your question relates to the business case for diversity. Modeling the behaviors you want employees to follow is the way to accomplish your goal. Demonstrate inclusiveness when formulating teams and delegating assignments to communicate that everyone within the work unit has value. Believe that a diverse group of workers has the potential to find better solutions to problems and to show how diversity can be a tool for increased productivity. Spot ways in which diversity is not yet fully utilized in your work unit and seek ways to make it happen. Don't be a bystander to inappropriate comments associated with diversity. Challenge statements that undermine inclusiveness and respect. Be mindful of your own biases, and avoid statements that generalize characteristics to specific groups of employees.

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