

TRAINING ACTIVITY B-5

Respectful Team Practices



Promoting Respectful Team Practices

A respectful workplace is one where all team members are treated fairly, where differences are acknowledged and valued, where communication is open and civil, and where conflict is resolved and leads to growth, and where there is evidence of a culture empowerment and cooperation.

(Adapted from UOV, 2015)

Review the following list of respectful workplace tips with a colleague or team member. Share one or two of the practices that you have used to enhance respectful interactions in your workplace.

Share with a colleague at least one action or practice you would like to see promoted or applied in your current workplace to increase respectful interactions.

Tips for Promoting Respectful Team Practices

- 🌐 ***Be sensitive to others in communications:*** Focus on others' needs and consider how your words and actions will impact them before you speak or act. Approach each interaction with respect, regardless of whether you believe that the other person's behaviours "earn" or even elicit that respect.
- 🌐 ***Exhibit a willingness to listen first:*** Plan to listen to the other person without interruption, and practice effective listening skills. Develop an awareness of the respect that you display in all of your communications, including what you say, how you say it, your voice tone, and the body language that you demonstrate.
- 🌐 ***Act as a bridge builder and be inclusive:*** Look for ways to include others and ensure that everyone feels part of the work team or community. Reach out to others who are not connected to workplace relationships.
- 🌐 ***Appreciate the value of diverse perspectives:*** Be willing to hear others' opinions or to consider varied approaches for working or problem solving. Recognize that it does not equate to agreement if you listen. Clarify what was said, and ask questions to gain an understanding of others' opinions. In situations where disagreement results, learn to "agree to disagree" respectfully.
- 🌐 ***Build solutions to solve conflicts:*** Understand that conflicts naturally will occur in the workplace and take responsibility for your actions, regardless of the situation. A positive and solution-driven approach will facilitate your ability to build solutions or to reach resolution with others.
- 🌐 ***Be supportive of your organization both inside and outside of the workplace:*** Ensure that any comments that you make place the organization (including departments and individuals) in a positive yet realistic light.
- 🌐 ***Evaluate how you are doing:*** Rate yourself (for instance, on a scale of 1-10, 10 being very successful and 1 being an area for development) periodically to measure your success in applying the preceding tips.