Mutual Respect
Foster A Respectful Organization

Elements of Mutual Respect

Diversity  Differences  Responsibilities  Boundaries  Your Team

Dimensions of Diversity

Age
- Physical Abilities
- Race
- Ethnicity
- Gender
- Sexual Orientation

Education
- Class/Income
- Language/Accents
- Marital Status
- Parental Status
- Military Experience
- Religious Beliefs
- Geographic Location
- Nationality
- Other

Organizational
- Occupation
- Job Level
- Job Classification
- Department
- Work Location
- Work Shift
- Skills
- Years w/Organization
- Other

Leadership Style
- Work Habits
- Performance Expectations
- Personality Type
- Communication Style
- Other

DIVERSITY
Variety of abilities, skills, experiences and cultural backgrounds, in all stakeholders.

INCLUSION
To value and leverage differences to achieve superior results.

Respecting Differences in the Workplace
- Make it your personal responsibility to see that everyone is a welcomed member of the group
- Be aware of your impact on others
- Use language and behaviors that includes others and makes them feel comfortable and valued
- Encourage team members to share their perspectives

Assume that others act with good intent

Respect Others’ Boundaries
- Comfort zone
- Limits
- Expectations of how you will treat others
- Ownership
- Priorities
- Awareness

Respect Others’ Responsibilities
- Everyone shares responsibility for the results of organizational tasks
- Create a climate of mutual respect in the workplace
- Allow others to discuss problems without fear of looking “stupid”
- Listen to concerns

Applying Inclusive Behaviors
- Giving and Seeking Feedback
- Taking Responsibility
- Making Mutual Contact
- Valuing Individual Differences
- Taking a Stand on Inappropriate Behaviors

Take Action
- Assume that because something isn’t offensive to you that it won’t offend others
- Appreciate different viewpoints
- Listen actively
- Think before speaking
- Exhibit inclusive behaviors
- Apologize when appropriate

Building a Positive Work Environment
- Value others’ suggestions, including ones that initially seem “wrong”
- Differences of opinion about how to get things done are discussed openly and assertively

Leadership Style

Stereotypes/Prejudice/Discrimination: Understanding the terms and the impacts

Resources

Get the Grouch Out! How Embracing Civility Can Banish Bad Behaviors and Create a More Respectful and Productive Workplace
By Linda H. Leekley

The Top Ten Laws of Respect in the Workplace
By N. Taiwo

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