**APSEA So Chapter : FEB. 2011 Monthly Mtg MINI - TRAINING SESSION**

**Topic : Making the Workplace More Friendly**

(condensed and modified from Working World Mag)

**1. Following is a list of ideas that make any workplace a more pleasant and**

**productive environment which can help make YOU stand out as a**

**contributor to the Workplace Harmony:**

**2. Demonstrate responsibility for your own affairs by timely,**

Checking in to work, clocking in, checking timesheets to ensure accuracy,

keeping track of leave time, submitting expense reports, work-complete

Charts / Graphs, communicating effectively, maintaining Confidential

Information confidential, keep your supervisor/manager informed.

**3. Be punctual at all times.**

From the time you arrive at work, for lunch breaks and for meetings. Being

punctual means being ready to work when the day begins, not just arriving

and getting your cup of coffee and talking about last night activities.

**4. Take responsibility for staying timely and adequately informed.**

Do not depend on others to know what you do not know or have not understood.

Maintain protocol and follow the “Chain of Command” and stay within

“Established Parameters”.

**5. Do not talk about the performance, behavior or business of another employee.**

If speaking of another team member, be positive. When there’s a real problem,

bring negative concerns to your manager or better yet, to the person directly.

If you need to vent, do it with someone outside of work. Maintain Team Spirit.

**6. Support other people; sometimes by helping them directly and don’t brag.**

**7. When experiencing conflict at work, look at yourself first.**

To what extent are you contributing to the problem?

Be willing to discuss the problem with others and work for a positive solution.

**8. With visible pleasure, do your share of “Community Jobs”.**

Keepthe refrigerator / microwave and breaktime area clean.

Restock the coffee items, make coffee or oatmeal, get the lunch

order timely and correctly, etc...

**9. You will then be noticed and for the right things and you will have**

**positively contributed to maintaining Harmony in the Workplace.**

**This will also improve Productivity, individually and collectively and**

**this will enhance your probability for promotion.**

See you at our Next APSEA meeting where we will discuss this and let’s stay connected. PP