

Surviving and Thriving – Work Place Tips

The presentation on Surviving and Thriving – Work place Tips was handled by Miss. Syed Subeetha, Research Analyst on 20th February at 6pm IST. This presentation includes wonderful video clips which made everyone laugh and gave an opportunity to make themselves realize under what kind of stress they were.

Survivin' and Thrivin'- Workplace Tips



*Presented By-
Syed Subeetha M.*

Topics on:

- ❖ Tips to move on and survive in a workplace.*
- ❖ Solutions to relieving Workplace Stress.*
- ❖ How to contribute your two cents towards a happier workplace.*

Tips To Move On And Survive In A Workplace



1. Office Politics for the Good Guys '

- Office Politics is not a bad thing. It is a good thing. We think of Office Politics as a bad thing because the good guys don't make use of it often enough, leaving the field to the bad guys.*
- My hope is that in days to come the term "Office Politics" will lose its stigma and more middle-class workers will become better skilled at marketing themselves to employers in forthright and compelling ways.*

2. Creating a Positive Work Environment

Three tips for creating a respectful work environment with little gossip:

- 1) Make sure that there is enough work to keep everyone busy.*
- 2) Managers' actions speak louder than their words.*
- 3) The key from the worker's perspective is to be clear on what he or she hopes to achieve with the job. If the worker is pursuing specific and motivating career advancement goals, his or her focus will be on the job.*

3. How to Make Boring Work Interesting

Three tips:

- 1) Focus on the people affected by a task rather than on the task itself.*
- 2) View the mundane tasks that make the job seem boring as steps in the solution of a puzzle.*
- 3) Engage in enough exciting tasks in your non-work hours so that you feel that your life is not in an overall sense boring. If you go home from a boring job to watch television every night, life itself will come to seem boring to you over time.*

4. How to Stand Out in a Staff Meeting

To stand out at a staff meeting, defend the employees of another department when they are being blamed for the failure of a corporate project as part of an effort to shift blame away from your own department. Most employees see the unfairness of "The Blame Game" and make note of someone who speaks up against it for having the courage to do the right thing.

5. Write Your Way To The Top

Most jobs today require writing. Write better, and you will move ahead in your career quicker.

The Five ingredients of good writing are:

- 1. Focus*
- 2. Usefulness*
- 3. Clarity*
- 4. Authenticity*
- 5. Authority*

6. Small Talk Tips

Four Tips on what to say, when you need to say something and there is nothing that needs to be said:

- 1. Understand that you are doing the other person a favor by 'breaking the ice' and engaging in small talk.*
- 2. Make your first move with your second move already planned.*
- 3. The ideal thing is to get the other person talking because as he/she talks, he/she will become more comfortable.*
- 4. Be a little bold.*

7. Indirect Communication of Criticism

You might someday find yourself in circumstances that call for the use of the 'Indirect Communication of Criticism'.

Say that a customer service department employee is rude in her handling of calls from customers. You might observe in a staff meeting that: "I have heard a lot of praise of our customer service operations. In fact, the majority of the comments I have heard have been positive."

The thought is planted in everyone's mind that you must have heard some negative comments as well.

Solutions To Relieving Workplace Stress:



Many things can go wrong at work, and depending on the type of industry you are in or the job you have, your stress level may be high even on a good day. When things go wrong in the workplace, you may need to find some ways to relax or reduce your anxiety. Some people handle pressure better than others, and it is important to know yourself and how much stress you can take. Many people actually perform better with a little bit of stress.

1. Fire Drills

The alarm always seems to sound right before an important meeting or during your most productive hour of the day. Before getting up from your desk, count to three, and grab something to keep you occupied while you wait. Even the sports section of the morning paper will help distract you from the boredom of standing around while everyone vacates your building.

2. Lunch Never Shows Up

Many workplaces order lunch for employees a few times per month or on Fridays. As people gather around to eat they talk about business, get to know one another and relax for a few minutes in the middle of the day. There may be an occasional problem with getting a large order, however. When lunch doesn't arrive, people may become cranky or frustrated. Ease tension by suggesting that everyone walk together to a local deli or offer to donate quarters to the vending machine for snacks. Tell your supervisor that you are willing to pick up an alternative while other people keep working. Be a part of the solution, not a part of the problem.

3. Internet is Down

Nothing is more irritating than sitting at work waiting for technical problems to be remedied. During these situations your boss may take advantage of the situation by pulling everyone together for an impromptu meeting. If not, take a few minutes to organize your desk. Walk around the office and say hello to coworkers you normally email. Take a few minutes to update your calendar. No matter what, remain productive and show your supervisor that you can cheerfully handle setbacks without complaint.

4. Long Meetings

Again, make sure that you contribute to the solution and not the problem. Many employees complain about long meetings but, when it is their turn to talk, will take much more time than necessary. It may be uncomfortable to speak to your boss about this issue, so you may want to help fix this irritating dilemma by leading by example. When you are required to speak during meetings, do so succinctly and briefly. Include all relevant data but do not expound upon information that others already know. Keep opinions to yourself and focus on facts. If asked for your advice, minimize your response time. Try to avoid asking vague questions of the whole group – focus your queries instead on specific individuals

*How To Contribute Your Two
Cents Toward A Happier
Workplace*



Okay, the first thing that doesn't seem to fit in the business perspective here is probably the word "happier" in the title.

*The reasons are simple: a happy workplace attracts good, nice, and competent workers who want to **BE** there, and **STAY** there! These workers will therefore perform to their very best to elevate the organization to healthy and profitable levels, so that it will be around for a long time. Happy employees will be more willing to cooperatively bring sacrifices in hard times, as conservation of the atmosphere of conviviality that they created together is important to them. And on top of all the good: these workers will exude their cheerfulness to places far outside the workplace!*

*And then there is, of course, the two cents, which is not necessarily what many of us would care to bring their daily sacrifices for. Fortunately, this part may not need too much dwelling on, for almost every reader will catch the metaphorical use of "two cents" as a modest but hopefully well-valued contribution of one person -you- to the work environment. And for the ones who refuse to perceive it that way: **don't forget that every million starts with one cent.***

1. Keep up your spirit!

It all starts with you, and this is no news: Confucius mentioned it long ago, and undoubtedly a large number of other wizards before and after him as well: Happy people make happy cities and, consequently, happy counties, happy states, happy nations, and a happier world. So, if you are in the right state of mind, willing to help, trust, encourage, and be honest toward others, the likelihood that they will treat you the same way in return is significant. It's called interconnectedness: the realization that we are all connected to each other and that we can perform and feel better if we understand and cooperate instead of degrade and backstab. So, bring your best mood along to work, and show your helpfulness and your care. It may not work with everybody right away, but gradually, the outcomes will be rewarding.

2. Perform to your best capacity!

Even if it seems that your efforts go unnoticed. Sometimes it takes a while before the right person steps into the right position in order to become aware of your input. But that day will come, as sure as can be. And in the meantime you should not underestimate the fact that good vibes are never overlooked in the universe. In other words: if the reward doesn't come at work, it will show up somewhere else.

3. Value small blessings.

Nice weather, a colleague that hands you a flower or a homemade cookie from her daughter; a supervisor who compliments your stylish way of dressing; a subordinate who thanks you for your mentoring efforts in the past months: if you can generate encouragement and motivation out of the little things that happen to you, your mood will have more highs than lows, and that, in turn, will affect your workplace positively as well.

4. Unmask seeming set-backs.

If you can distinct the positive lesson to be learned from everything that happens to you, in- and outside the workplace, you will find yourself having much less of a victimized outlook on the world.

5. Stay alert!

Be aware of the bigger picture at work: the how and why of what you're doing. But also: be aware of changes in the atmosphere. You can only invest so much of yourself in an undertaking, but when you've tried and tried and tried, and your feelings of hopelessness increase instead of decrease, it might be time to consider a change of environment. And, hey, there's nothing wrong with change, as you may already know, right? Change makes you stronger and even more alert. Just don't change for change's sake. Use your intuition to determine the right moment.



Thank You