

CyberBreak

June 9, 2006

RSVP TODAY FOR THE NEXT STAFF
PROFESSIONAL DEVELOPMENT WORKSHOP!

What: The Essentials of Communicating with
Diplomacy and Professionalism

When: June 23, 2006

Time: 10 AM – 3 PM*

Where: W311

** Lunch will be provided during a 30-minute lunch break at 12:30 PM.*

To RSVP email Marcie Canal at mcanal@swlaw.edu no later than June 21st.



PLAY WELL WITH OTHERS!

Playing well with others at work will help you accomplish your goals. Effective work relationships set the foundation for success and satisfaction with your job and your career. Below are some ways you can be a team player and support the Southwestern team.

√ Suggest solutions along with the problems.

Identifying the problems is the easy part. Thoughtful solutions are the challenge that will earn respect and admiration from coworkers and your boss.



√ Don't ever play the blame game.

By blaming and pointing the finger at others, you alienate coworkers, supervisors and visitors. When you have to report a problem, be professional and be discrete. Speak to the appropriate person in private and handle the situation with grace rather than aggression and complaining. You do need allies at work.

√ Your verbal and nonverbal communication matters.

If you talk down to another person, use sarcasm, or sound aggressive, your coworkers and visitors will feel uncomfortable and uneasy. A respectful, calm and pleasant environment should be maintained at all times regardless of how busy you are at any particular time.

√ Keep your commitments.

At Southwestern, work is interconnected. If you fail to meet deadlines and commitments, you affect the work of other employees. Always keep commitments, and if you can't, make sure you communicate with all affected employees. Provide a new due date and make every possible effort to honor the new deadline.

√ Share credit for accomplishments, ideas, and contributions.

It is infrequent that you accomplish a goal or complete a project with no help from others. Take the time and expend the energy, to thank, reward, recognize and specify contributions of the people who help you succeed. This is a no-fail approach to build effective work relationships.

√ Help other employees find their greatness.

Every employee at Southwestern has talents, skills, and experience. If you help fellow employees harness their best abilities, you benefit the entire law school, immeasurably. Compliment, recognize, praise, and notice contributions. Help create a positive, motivating, environment for employees.

It's your attitude and not your aptitude that determines your altitude.

- Ella Patterson



Feedback:

Have ideas, suggestions, comments or contributions for future editions of CyberBreak? Please email them to mcanal@swlaw.edu.