



WORKFORCE SOLUTIONS
Texoma
A proud partner of the americanjobcenter[®] network

WORKPLACE ATTITUDE

MAINTAINING A POSITIVE DYNAMIC AMONG COWORKERS

Workforce Solutions Texoma is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Individuals with speech and/or hearing impairments may call 711 for assistance.

DIVERSITY IN THE WORKPLACE

As the U.S. population has become increasingly diverse, so has the workplace.



Individuals from different ages as well as educational, religious, and cultural backgrounds work together every day.

Differences among coworkers can sometimes make it challenging to communicate and coordinate efforts cohesively.

BENEFITS OF A POSITIVE WORKPLACE

Benefits of maintaining positive engagement with your coworkers include:

- A sense of connection and comradery within the workplace
- Reduced job-related stress
- Improved psychological health
- Increased success



WORKFORCE SOLUTIONS

Texoma

A proud partner of the [americanjobcenter](#) network

WORKPLACE ATTITUDE

Attitudes help to develop the overall workplace environment which determines:

- Employee Morale
- Productivity
- Team Building Abilities



Maintaining a positive attitude in the workplace is key to developing healthy workplace relationships.

PROMOTE POSITIVITY

Practicing **positivity** and **optimism** has been linked to:

- Health Benefits
- Increased Productivity
- Less Stress



Optimistic employees are also happier and more involved in their work.

Positive people radiate differently, just by walking into a room with their energy.

They have the ability to change the world and people around them.

COMMUNICATION

Effective **communication** is vital in the workplace.



The ability to communicate effectively produces healthy working relationships. As a result, there will be more cooperation and less conflict in the **workplace**.

WORKFORCE SOLUTIONS

Texoma

A proud partner of the americanjobcenter[®] network

LISTENING

Be an exceptional **listener**!



In a conversation, are you listening to the other person or are you thinking of how you are going to respond?

You can only respond effectively if you clearly understand what the other person is trying to say.

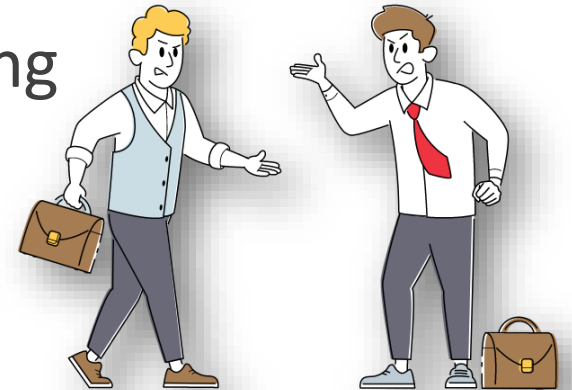
ASK QUESTIONS

- If you make mistakes in your job, it will inevitably affect someone else in the workplace.
- Don't be afraid to **ask questions** or ask for help to avoid making mistakes.
- By gaining clarity, you can avoid confusion and problems in the future.
- Making sure that you do your job correctly will prevent workplace conflict.

RESPOND OR REACT?

Reacting **impulsively** with a coworker or customer causes:


- Commotion and leaves others feeling uncomfortable
- Displays lack of emotional intelligence



By choosing to **respond** rather than **react**, employees promote positive emotions that help to engage in problem solving respectfully.

ORGANIZATIONAL ALIGNMENT

Organizational alignment refers to having a company's staff working toward the same goals and values. It empowers employees to make decisions.



An aligned workforce is a happy, engaged workforce.



Alignment doesn't come naturally.

It takes planning, hard work, and communication.

HOW TO ACHIEVE ORGANIZATIONAL ALIGNMENT

- **Focus** on the common goal.
- **Understand** the importance of everyone's role.
- **Communicate** to keep everyone on the same page at all times.



Alignment will help employees feel more engaged and motivated to play a role in the company's success and stay aligned with its goals.

AVOID OFFICE GOSSIP



If your goal is to get along with your coworkers, then you do not want to be perceived as part of the gossip mill.

When office gossip heads your way-

- **Excuse yourself**
- **Change the subject**
- **Do not Reply**



By avoiding **gossip**, you'll be contributing to a positive workplace environment.

BE A TEAM PLAYER

Team players are not only those who play on sports teams; they are also people who work for an organization.

Team players back up the team's overall goal with action.

←—————→
Following through with tasks and working well with your coworkers will fuel respect and assist in building a positive work relationship with your coworkers.

BE KIND

Kindness is contagious.

Kindness creates a positive ripple that affects the entire workplace.



You can “**Be Kind**” with a simple act.

Say “**Thank you**” in person instead of email.

CONCLUSION

Practicing these helpful tips in the work environment will:



- Help you perform your job duties more effectively
- Allow you and your co-workers to
- Bring employees together
- Create a more positive workplace

LOCATIONS

COOKE COUNTY

1311 North Grand Ave.
Suite 200
Gainesville, TX 76240
940-665-1121

FANNIN COUNTY

1205B E. Sam Rayburn Dr
Bonham, TX 75416
903-640-0222

GRAYSON COUNTY

2415 South Austin Ave.
Suite 105
Denison, TX 75020
903-463-9997

1-888-813-1992

www.workforcesolutionstexoma.com

Workforce Solutions Texoma is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Individuals with speech and/or hearing impairments may call 711 for assistance.

