WORKPLACE DEPORTMENT

“A person’s behavior or manners”

Reflection Time…

Deportment is the manner in which one conducts oneself. How would your co-workers describe your behavior and manners at work?

Reflect upon the following:

- Many people don’t care for phone calls from co-workers after hours because they may interrupt dinner or other family activities. Bosses don’t care for personal business being shared at work either. How is the company adversely affected by time spent in these ways?
- Would you be entertained or annoyed by the company comedian putting on his or her Monday morning performance?
- As an involuntary witness to these sometimes lengthy distractions, wouldn’t you be thinking about all that you need to accomplish that day?
- In a group setting, what types of behaviors from others are the most annoying or upsetting to you?
- Do you think you would feel some guilt for all that you are not accomplishing when a co-worker is spinning a long personal story?

Summary-

What you do at work is important, but how you do it is also critical. Do you disturb or distract your co-workers with jokes, personal story-telling, bursts of laughter or even a booming voice that can be heard 500 feet away? Do you bring a mixed bag of emotions like anger, jealously or spite to your workday which make it difficult for others to work around you? To use another nautical cliché, always try to “keep an even keel” so that the workplace can foster meaningful productivity for you and everyone around you.

ASSIGNMENT

Read pages 50-51 in The Dos & Don'ts at a Real Job. In your next 24-hour day, make a written list of 3-5 interpersonal events which have distracted, delayed, or otherwise prevented you from working on a task you wanted to accomplish.