



WATCH Project



Building Pathways to a Brighter Future

Job Search Series



How to Get Along with Others in the Workplace

Career Coordinator Packet

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Watch the video:

www.csiu.org/watch

Select
Flipped Learning
from the menu.



WATCH Core Mission

The **Work Attributes Toward Careers in Health** Project provides a variety of academic and social support services to income-eligible individuals in a ten-county region to enter or move up in a high-priority health care career. Meeting local health care industry needs, the program increases skills, provides critical services and moves participants toward self-sufficiency.

The WATCH Project assists students in preparing for careers as:

- Direct Care Workers (DCW)**
- Certified Nursing Assistants (CNA)**
- Licensed Practical Nurses (LPN)**
- Registered Nurses (RN)**
- Emergency Medical Technicians (EMT)**
- Paramedics (EMT-P)**
- Pharmacy Technicians**

A five-year Health Profession Opportunity Grant from the U.S. Department of Health & Human Services, the WATCH Project is administered by the Central Susquehanna Intermediate Unit.

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This publication was supported by Grant #90FX0011 from the Administration for Children and Families, U.S. Department of Health & Human Services (HHS). Its contents are solely the responsibility of the authors and do not necessarily represent the official views of HHS.

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How to Get Along with Others in the Workplace

Getting along with others in the workplace is very important. Watch the video and complete the following:

List three reasons why it is important to get along with others:

1. You will enjoy your job more.
2. You will do a better job.
3. It will improve your chances of keeping your job.

List four ways to demonstrate good LISTENING skills:

1. Do not be quick to interrupt.
2. Stop.
3. Listen.
4. Then respond.

List three key ideas about asking QUESTIONS:

1. Don't be afraid to ask.
2. You will avoid confusion.
3. Doing your job should be your top priority.

List four things to remember about AVOIDING GOSSIP:

1. Stop.
2. Gossip leads to negative emotions.
3. Gossip leads to fighting.
4. Avoid talking about others, especially when they are not present.

List three important ideas about being a TEAM PLAYER:

1. Be willing to chip in and do your part.
2. People that don't do their share are resented by others.
3. Be willing to do more than your share.

List five ways to demonstrate that you TAKE AN INTEREST IN OTHERS:

1. Demonstrate that you have a caring attitude.
2. Take interest in what others are doing.
3. Smile.
4. Be friendly.
5. Avoid being invasive.

List two "RULES" that everyone should follow:

1. The Golden Rule
2. The Platinum Rule

Complete the following sentence about The Golden Rule:

"Treat others as YOU would like to be treated."

Complete the following sentence about The Platinum Rule:

"Treat others the way THEY would like to be treated."

Review: List the FIVE steps to get along with others in the workplace.

1. Listen to others.
2. Ask Questions.
3. Avoid Gossip.
4. Be a Team Player.
5. Take an Interest in Others.

"Be the type of nurse you want to work with."