

Welcome to The 3R's for Youth

Resilience, Responsibility and Respect in the Workplace

Module 4 - Worksheet 1 - Respectful Workplace

Self-Assessment

How Respectful are you?

Encouraging mutual respect will help to: Reduce workplace stress, conflict and problems. An increase in workplace respect will help to improve communication between colleagues, increase teamwork and reduce stress as peace in the workplace soars. There will also be Increased productivity, knowledge and understanding.

Rate yourself on the items below, using the following scale:

In the past year, how often has this statement been true for you?...

- 1 = Never or rarely
- 2 = Sometimes
- 3 = Often
- 4 = Always or almost always

Golden Rule	I treat others the way that I want to be treated.	1 2 3 4
Platinum Rule	When people are different than me, I adapt and treat them the way THEY need to be treated.	1 2 3 4
Consideration	If you were to talk to the people around me, they would say that I'm considerate.	1 2 3 4

Civility	I am consciously aware of the impact of my thoughts, actions, words and intentions on others.	1 2 3 4
Courtesy	I use polite words and demonstrate polite behaviours in the workplace, (keeping in mind that politeness in a workplace such as a construction site is going to be different than at a bank.)	1 2 3 4
Differences	I accept personal differences.	1 2 3 4
Problem Solving	I solve problems without resorting to name calling or violence.	1 2 3 4
Negative Communication	I never intentionally ridicule, embarrass or hurt others..	1 2 3 4
Listen	When someone is talking, I make sure I'm focused and then paraphrase what they have said to them to prove that I'm listening.	1 2 3 4
Engagement	I engage co-workers in a way that shows that what they have to say is important.	1 2 3 4
Effort	I make a consistent effort to learn to be more and more respectful.	1 2 3 4

Sum Score:

Assessing Your View of Your Resilience

<u>Score</u>	<u>Assessment</u>
36 or higher	You are likely to view yourself as respectful, and if your view is accurate, you are likely respected by your coworkers and your leaders.
27 - 35	You are likely to view yourself as having typical respect, and you will likely do fine with most challenges. Unless you are selling yourself short on your assessment, you have some room for enhancing your respectfulness.
26 or lower	You are likely to view yourself as not very respectful. You have ample room for enhancing your respectfulness. History is not destiny.