

Workplace Civility – Worksheet 1

Recall a time when you had to garner a lot of respect from a co-worker, superior and/or subordinate. Identify the reason you received this consideration and what rules of civility you practiced in this situation.

Based on your recollection, answer the following questions:

- What was the behavior of our co-worker like which made you feel that he was respecting you?
 - How did your co-worker's behavior towards you affect?
 - Your performance at job
 - Your interaction with co-workers
 - Your self-esteem?
 - Your self-confidence?
- On a scale of 1 to 10, with 10 representing model civil behavior, rate yourself in terms of your practice of civility at your workplace. Explain the rating you gave yourself.
- On a scale of 1 to 10, with 10 representing "ideal civil environment", rate the practice of civil behavior in your workplace by all co-workers. Explain your rating.
- What do you think you are doing to ensure civility at your workplace? What do think you are the areas in which you still need to improve?
- What do you think your organization is doing to ensure civility at your workplace? What do think are the areas in which your organization still needs to improve?