

# My Role in Organizational Culture

**Aristotle said “We are what we repeatedly do.”**

If that is the case how does what we do and say, day in and day out, affect our Organizational Culture? Organizational Culture is driven by every person in the workplace. We all have a role to play. Collectively and individually we can enhance our culture in a very tangible way. These are not new ideas, but rather simple reminders that these actions have a significant impact on our culture.

**“We are what we repeatedly do”**

## Resolve conflicts

If you are annoyed or upset with a co-worker, talk with him/her directly rather than *complaining to others*. A direct and tactful approach is always best. Talking behind someone's back makes the situation worse.

## Treat others with respect

**Look for the positive in others.** *Everyone has some good qualities. Even if you wouldn't want to be best friends with a co-worker, you might admire the person's organizational skills or way of handling clients. Focus on these good qualities.*

## Be willing to compromise.

*Remember that your way isn't the only way. Your co-worker may do things differently than you do, but that doesn't mean his way is wrong and yours is right. Be flexible and open to new ways of doing things.*

**Be generous with compliments.** *Everybody likes to be appreciated and noticed for his or her good work.*

**Include others in your plans.** *You may have good friendships at work and want to socialize with co-workers at lunch or after hours. Avoid discussing your social plans in front of people you aren't including so they don't feel left out. Broaden your circle and occasionally include other co-workers in your plans for lunch or other activities.*

## Get to know your co-workers

*Make personal connections with people every day. Sometimes all it takes is a simple question like, "How was your weekend?" or "How did that meeting go this morning?"*

## Take an interest in people's lives outside of work.

*Remembering a birthday or congratulating a co-worker on his favourite sports team's latest win are ways to build good relationships at work. Find some common ground. Finding common interests with others gives you something to talk about besides work and helps you get to know one another.*

**Offer to help.** *Check in with co-workers and offer your help when someone is having a bad day or seems overloaded or stressed. Reaching out to others makes you feel more connected and builds strong relationships. People are also more likely to help you when you are there for them.*

## Ask co-workers for suggestions and feedback.

*People feel valued when asked for their opinion.*

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## Be a good listener.

*Give your full attention to the person who is talking with you. Stop what you're doing, make eye contact, and don't fidget or look distracted with other things.*

**Discuss important issues face to face rather than through email or voice mail.**