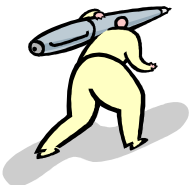
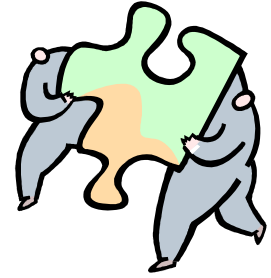


Ground Rules for an EQ Workplace

1. Contribute to a safe and pleasant emotional climate for everyone. (That means no put-downs, even for comic relief).
2. Seek to understand different needs, perspectives and time frames. See them as interesting and useful, not just odd and different.
3. Leave your "emotional baggage" at the office door. Keep home and work separate.
4. Monitor the quality and quantity of your contributions to the group.
5. Examine the thinking behind your feelings of anger, frustration, stress or disappointment. Challenge your thinking.
6. When you feel the need to criticize, challenge ideas not people.
7. Explore conflict if it is important, to both of you, and seek win/win solutions.
8. Be flexible and open to change.
9. Be patient with your own and other's shortcomings and mistakes.
10. Be generous with humor and praise.
11. Maintain confidentiality.
12. Take responsibility for your own role in conflicts, discussion and misunderstandings.
13. Look for opportunities to be optimistic.
14. Take on assignments with enthusiasm and good will.
15. Know and accept your limitations.
16. Balance your time at home and work to ensure you satisfactorily fulfill all your commitments.
17. Don't respond to assumed challenges or slights. Clarify the meaning behind actions and words, don't assume a negative intention.
18. Strive for excellence while understanding the demoralizing nature of perfectionism.
19. Learn and teach.



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