

Achieving healthy interactions in the Workplace:

Start with yourself - Be part of the solution. Complete the following self-assessment tool.

Never 1	Rarely 2	Sometimes 3	Usually 4	Always 5
1. I take responsibility for my choices and actions.				
2. I accept the consequences of my inappropriate behaviour/actions.				
3. When things go wrong, I resist the urge to blame others.				
4. I avoid gossip and spreading rumours.				
5. I return messages promptly.				
6. I come prepared and on time to meetings.				
7. I pay attention in meetings and do not check my emails etc.				
8. I give credit where credit is due.				
9. I respect co-workers' privacy and keep confidences.				
10. I am aware of my volume when speaking in the office, at meetings or on a cell phone.				
11. I avoid multi-tasking when talking on the phone or on a conference call.				
12. I say "please", "thank you" and/or "I'm sorry."				
13. I consider the impact of my words and actions on others before acting.				
14. I self-monitor the respect I display in my communications, including verbal, paraverbal, body language, and listening.				
15. I understand my triggers or hot-button-topics where I can be over-sensitive.				
16. I adopt a positive and solution focused approach in resolving conflict.				
17. I resist the urge to jump to conclusions about people and their motives.				
18. When I take a stand and later realize I was wrong, I admit it.				
19. I encourage and support my co-workers.				
20. I listen when others speak even if their opinions differ from mine.				
TOTAL				

Add up your numbers in each response

90 – 100	very civil	60-69	barely civil
80-89	moderately civil	50-59	uncivil
70-79	mildly civil	↓ than 50	very uncivil

We must be the change we wish to see in the world. Start small – in your own heart -be the difference.

Gandhi