# Discussion Topics

# Chapter 9: Getting along with Coworkers

The following Discussion Topics correlate with *Job Savvy*, sixth edition. Discussion Topics provide directions to help you in instructing your students during class time.

Activities Supplements are provided in the ebook to offer students guidance to complete activities found in the margins of their workbook. You may want to present these as in-class activities or as homework assignments. Review Activities are provided in separate handouts to instructors only. The questions found therein may be used in the classroom or as review activities (graded or not).

# Discussion Topics

## Get to Know Your Coworkers (page 138)

Introduce the chapter by discussing the following questions:

* What is a team?
* Why are teams used in the workplace?
* How does the teamwork approach affect a supervisor’s perception of their workers?
* How does the teamwork approach affect the relationships between coworkers?

Ask students to complete the “Gaining Coworker Acceptance Checklist” ( page 138). Discuss the tips that can help earn the respect of coworkers. Define *synergy* using the information on page 139.

## How Job Savvy Are You? (page 140)

After students complete this activity, discuss the two case studies.

## The Value of Diversity (page 140)

### Define *diversity*. How does diversity affect teamwork? Name three common ways people differ: preferences, temperaments, and individual characteristics (such as gender, ethnicity, and age).

### Define *preferences*. Discuss the three categories: traditionalists, humanists, and pragmatists, and the preferences of each category. Ask students to follow the directions on page 142 to find their preference. Then write their preference and reasons they believe this best describes them.

Define *temperaments*. Discuss the four categories: optimists, realists, futurists, and idealists. Ask students to follow the directions to find their temperament type. Discussion the following questions:

* Why does an effective team benefit from individuals with differing temperaments?
* How do team members with differing temperaments resolve conflicts?

Discuss individual characteristics using the information on page 144. Note how each group—gender, ethnicity, and age—will continue to differ. Define *persuasion* using “A Useful Skill: Persuasion” (page 144). Discuss the value of persuasion in the workplace.

## Basic Human Relations (page 145)

Define *human relations*. Use the fourteen points to discuss how to get along with coworkers.

## How Job Savvy Are You? (page 146)

Divide the class into small groups. Have the groups discuss each case study, answering the questions listed in the workbook. Then have each group share their conclusions as the class discusses each case study. Emphasize that a positive approach offers reassurance and support to fellow workers, whereas a negative approach creates uneasiness and even ill feelings between coworkers.

## Good Electronic Manners (page 147)

Use the information in this section to discuss the use of communication technology in the workplace.

## Cubicle Etiquette (page 149)

Define *cubicle etiquette*. Discuss the nine tips for working in the cubicle.

## Special Problems with Coworkers (page 149)

### Sexual Harassment (page 150)

Discussion questions:

* What types of conduct or behavior can be interpreted as sexual harassment?
* Why would an employer consider firing an employee for sexual harassment?
* What should you do if you are the victim of sexual harassment?

Note:Point out that filing a sexual harassment charge is a very serious step that could affect a person’s employment and reputation.

### Racial Harassment (page 150)

Discussion questions:

* What types of behavior could be interpreted as racial harassment?
* One of your coworkers constantly uses an offensive racial slur when referring to another worker. How should you handle the situation?
* What should you do if you are the victim of racial harassment?

Note:Again, point out that filing an accusation of racial harassment is a very serious step that could affect a person’s employment and reputation.

### Dating Conflicts

Discussion questions:

* Why is dating a coworker a real possibility for many people?
* What is your organization’s policy concerning dating a coworker?
* What problems in the workplace might result when dating a coworker?
* Imagine that you are dating a coworker. What can you do to avoid situations that will cause conflict?
* How can dating a coworker and sexual harassment be related?

### Conflict Resolution (page 151)

Define *conflict resolution*. Review the process using the information here.

### Violence in the Workplace (page 151)

Review the advice given in this section regarding ways to deal with violence in the workplace. Share security procedures enforced in organizations.

## Summary Discussion Topic

Discuss this question with the class: What actions will you take to be a part of the team?

# Additional Resources

### Videos

Use the provided Video presentations to share helpful, chapter-specific visuals and information with your students.

### Additional Resource

In the Additional Resources document you will find links to important sources of information related to each chapter of *Job Savvy*. You can find more information about job search and success at <https://JIST.com>.