# Job Savvy, 6e

# Topical Videos

## Video 4:

Communicating in the Workplace (Chapter 5), Getting along with Coworkers (Chapter 9), and Getting along with Your Supervisor (Chapter 8) video includes content from ***Life Skills for Success: Career Management Skills****.* (Approximately 5 minutes)

The Job Savvy topical videos for the sixth edition are brought to you by JIST Career Solutions, a leading provider of materials and technology that help build essential skills for career, academic, and life success.

This video will review how to communicate well in the workplace. The content in this video is from the content from Life Skills for Success: Career Management Skills video by JIST.

NARRATOR (VO): As important as it is to work independently, it’s even more important to be able to

work effectively with others. Today’s work environment thrives on cooperation and collaboration,

making teamwork the skill most sought after by employers.

NARRATOR (VO): Think about the people you’ve worked with in the past. Did you always get along? Did

you always achieve your goals? Why did teamwork break down? Think about times when you’ve been

part of a successful team effort. What lead to that success?

Every team is different, and each member of the team takes on a variety of roles. Some teams work

better when there is a strong leader providing direction. Others work more effectively when everyone

has equal authority. There are a few strategies you can work on to help ensure that any team you’re

part of runs smoothly.

For starters, teams work best when there are clear expectations for the group and an understanding of

the goals. Everyone should be working to the same end and should know what’s at stake in terms of

success or failure. Keep your communication honest and open. Provide a safe space for people to offer

their opinion, but also encourage disagreement—so long as it is voiced respectfully. Encourage creativity

and diversity. Each team member has their own unique skills, experiences, and knowledge to contribute,

so take advantage of your team’s differing strengths and viewpoints. Keep your criticism constructive.

Don’t just point out problems—be ready to also offer possible solutions. And finally, support the

members of your team with encouragement and praise. Think about how you feel when somebody gives

you a pat on the back for a job well done. Make sure you return the favor.

NARRATOR: Teamwork is essential, but it can be difficult. While it’s true that getting along with

coworkers isn’t always easy, getting along with a supervisor can be even more of a challenge.

*Stock room where NORA is taking inventory.*

Boss: Hey Nora. I need you to go out there and man the register.

NORA: But you told me to finish this. Besides, I hate working the register.

BOSS: I know what I told you. But Bill went home sick and we’re short staffed. So, could you please go

out there so our customers can pay their bills?

WORKER: Maybe you should go work the register. More of that money’s going to you anyway. I certainly

don’t see it on my paycheck.

NARRATOR: This isn’t going to end well. More often than not, problems between supervisors and

employees stem from miscommunication and a lack of agreed-upon expectations.

*CAREER EXPERT in office setting*

EXPERT: To stay on your supervisor’s good side, be sure you communicate with them. Ask for help if you

need it. And them her know if you’re having problems that you can’t solve on your own. Also be open to

any constructive criticism your supervisor offers. If you don’t agree, calmly state your opinion, but be

willing to make the changes your supervisor requests. If you treat your supervisor with respect, they will

usually do the same.

*Same stock room scenario as before.*

BOSS: Hey Nora. I need you to go work the register.

NORA: What should I do about the restocking? I’m almost finished.

BOSS: Just put it on hold for now. We’re kind of in a bind. Bill went home sick, and I need you out there.

I’ll try to find someone else to finish up here.

NORA: I haven’t worked the register in a while, but I’ll do my best.

BOSS: I understand. Just flag me down if you have any questions, and thanks for being flexible.

NARRATOR (VO): Remember, your boss probably has a boss, and your job performance affects your

supervisor’s overall effectiveness. He or she wants you to do your job to the best of your ability.

Also, your boss is usually the boss for a reason. He or she has the expertise and experience to keep

things running smoothly. That’s expertise and experience that you can learn from as well.