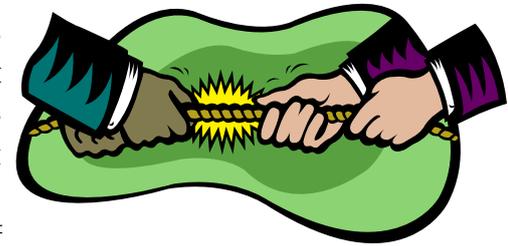




## DEALING WITH DIFFICULT COWORKERS

There may be times throughout our careers where we find ourselves having to deal with difficult coworkers. Coworker difficulties might occur when organisations intentionally or inadvertently promote inter- or intra- departmental competition. Coworker difficulties might also occur as a consequence of differences in personality, temperament and/or social skills. Irrespective of the source of coworker difficulties, there are three steps to dealing with them:



**Step 1: Understand your position; understand their's:** It is often useful to begin by reflecting on what it is you want, need or require in order to perform your duties. It may also prove useful to reflect on what your coworkers may want, need or require in order to perform their's. In some instances, your knowledge of their role, or position within the organisational structure may provide clues as to their wants, needs or requirements. In other instances, you may be able to validate your reflections by asking them directly.

**Step 2: Act with integrity:** Whilst organisational structures and position descriptions may evolve over time, it is often useful to consider what your coworkers and yourself were originally employed to do. In considering the original brief, you may want to consider intent, as well as actual wording, of the original brief. The intent of the original brief may provide clues as to what might be considered fair and equitable under your present circumstances.

**Step 3: Communicate to find common ground and mutually acceptable solutions:** From there, it is a matter of looking for the common ground, a win/win solution that would be mutually acceptable. In seeking to arrive at this point, it is important to remain assertive, whilst ignoring any poor behaviours on your coworkers' part.

At the end of the day, you don't have to be best buddies with difficult coworkers, but you may work productively with them. This topic will be addressed further in the September **SEMINARS OF THE FUTURE** seminar. In the interim, what are you doing, to manage your difficult coworkers today?

### OUR MISSION

To provide a professional service, using best practices.

### OUR MOTTO

- Be Proactive.
- Take Charge of Your Career.
- Look After Your Health.

Membership: \$55 per calendar year.

As membership grows, so too, do your benefits.

Applications for membership can be made by completing the reply slip on the back of HQ®. Send it, along with your cheque, to the address shown below. And, remember to keep us posted on your correct contact details.

Your opinions are important to us. Your comments, thoughts, reflections, and feedback on this and future issues are always welcome. Enquiries, or requests for further information can also be made to the address below

## FOLLOW THE DREAM

Our first careers may be chosen for the sake of financial rewards, security or early career prospects. At this time of our lives, we may find ourselves pragmatically ignoring what's in our heart and soul; our own dreams and passions.

Yet, it is our dreams, our hearts and our souls that can determine where we will find our greatest professional fulfilment. It is the strength of our passions that enable us to overcome any barriers we may face along our career journey.

So, I invite you to curiously explore what's in your own heart and soul; to consider your own dreams and passions. I invite you to curiously follow your dreams and passions. At the end of the day, you can be delighted to discover just how fulfilling a career of your dreams can be.

So, what are you doing to work in the career of your dreams today?

## ANNOUNCEMENT

We are now on twitter. We will use twitter to share the latest thoughts and insights in careers, health and brain sciences.

You can follow us at @Rachel\_Abramson.

## LIBRARY HOUR

The **RACHEL ABRAMSON & ASSOCIATES** library is open following our **SEMINARS OF THE FUTURE®** and **PPP®** seminars. It is also open by appointment.

## FOOD FOR THOUGHT

Finding a position can be a full time job, in and of itself. We may find ourselves sending out 50 applications in a week, and yet only receiving one or two interviews. And, with this ratio, it may be a long time before we find that next role.

In difficult economic conditions, such as the one we find ourselves in now, it can take even longer to find a suitable role. So, what should we do to improve our career prospects?

There are three steps to finding our next role.

**Step 1: Receive 'applications':** You can begin by searching for relevant positions advertised in your field. In receiving each of the relevant positions, you will need to collate position descriptions and information about the company with their respective advertised positions.

**Step 2: Shortlist 'applicants':** For each 'applicant', you will need to do your research about the company, the department and the role. If you have received 'applications' across industries or sectors, then you may also want to extend your research to include information about those industries or sectors. You are then in a position to do a pro's and con's analysis, based on criteria that are most important for you. You can then rank order the 'applicants'.

**Step 3: Invite top 3 'applicants' to interview:** From there, it is a matter of sending out your resume with a cover letter to the top three 'applicants'. In this way, you can invite them to interview with you.

At the end of the day, you can look forward to a fulfilling career, one in which you are in complete control of your destiny. So, what are you doing to have a fulfilling career today?

## DIARY DATES FOR 2011

1 <sup>st</sup> June	PP*7 Breaking Down the Barriers to Your Enterprise's Full Potential
6 <sup>th</sup> June	PP34 Advanced H.R.: Staffing to 'Retire'
4 <sup>th</sup> July	PP35 Advanced Strategy: Buying Knowledge for Growth
6 <sup>th</sup> July	Communicating for Career Success
1 <sup>st</sup> August	PP36 Advanced Finance and Strategy: Buying Established Businesses
3 <sup>rd</sup> August	PP*8 Wow!ng Your Customers
5 <sup>th</sup> Sept	PP37 Advanced Entrepreneurial Spirit: Earning While You 'Sleep'
7 <sup>th</sup> Sept	Dealing with Difficult CoWorkers
3 <sup>rd</sup> Oct	PP38 Advanced Entrepreneurial Spirit: Remaining Competitive
5 <sup>th</sup> Oct	PP*9 Making the Big Plays
2 <sup>nd</sup> Nov	Your Wealth Creation Plan III: Making the Right Choices
7 <sup>th</sup> Nov	PP39 Advanced Entrepreneurial Spirit: Cashing in On Your Business
28 <sup>th</sup> Nov	PP40 Dedicated Advanced Strategy: Reinventing Yourself, Your Business
30 <sup>th</sup> Nov	PP*10 Lobbying for Success
3 <sup>rd</sup> Dec	Graduation Ceremony