

M.E.E.T. on Common Ground™

Speaking Up for Respect in the Workplace

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Pre- and Post-Assessment

M.E.E.T. on Common Ground™: Speaking Up for Respect in the Workplace is designed to provide you with practical skills that you can use to create a respectful and inclusive workplace. First, review the statements below to assess your current level of knowledge and skills. For each statement, circle the number in the Pre-Assessment column that reflects your comfort level. At the conclusion of the workshop, you will complete the Post-Assessment column and compare your ratings to evaluate your learning and understanding of the key concepts in this course.

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	Pre-Assessment				Post-Assessment			
	Absolutely Yes	I think so/Yes	Not Sure	No	Absolutely Yes	I think so/Yes	Not Sure	No
I am able to describe how respectful behavior in the workplace can contribute to organizational effectiveness.	1	2	3	4	1	2	3	4
I am able to describe how respectful behavior in the workplace can impact job satisfaction, morale and individual effectiveness.	1	2	3	4	1	2	3	4
I understand the relationship between respect and diversity in the workplace.	1	2	3	4	1	2	3	4
I am able to recognize the types of disrespectful behaviors that lead to conflict and dissatisfaction in the workplace.	1	2	3	4	1	2	3	4
I am able to explain the importance of taking personal responsibility for promoting respect in the workplace.	1	2	3	4	1	2	3	4
I am able to effectively respond to situations that arise in the workplace around issues of respect.	1	2	3	4	1	2	3	4
I am able to describe how the four steps in the M.E.E.T. model can be used to respond to issues and problems involving respect.	1	2	3	4	1	2	3	4

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Introduction

M.E.E.T. on Common Ground™: Speaking Up for Respect in the Workplace is designed to help you to recognize, respond to and resolve difficult interactions that can stem from individual and cultural differences.

Create a workplace where people want to come—and stay. This objective is the foundation for many organizational initiatives. It seems simple enough, but in reality it can be difficult to achieve. The reason is that it requires more than the issuance of a policy, program, set of regulations or laws. It takes people like you—people with a common understanding, common skills and common goals that are willing and able to meet on common ground in order to create an environment that works for everyone!

M.E.E.T. on Common Ground™ will provide you with the tools and techniques necessary to meet on common ground. It provides the understanding, skills and goals necessary to create and maintain a respectful workplace. When people believe that who they are and what they do is respected, conflict, tension, complaints, grievances, lawsuits and turnover go down—while retention, morale and productivity go up. The end result is a workplace where people want to come and stay.

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Learning Objectives

During the program, you will learn to resolve difficult workplace situations that arise around various issues of respect. After completing the program, you will be better able to:

- Explain the benefit of mutual respect in the workplace
- Explain the role of respect in creating productive relationships in the workplace
- Explain the importance of personal responsibility in promoting respect in the workplace
- Use the four steps in the M.E.E.T. model to help promote a “mutual respect” working environment

The Four-Step M.E.E.T. Model

M — Make time to discuss

E — Explore differences

E — Encourage respect

T — Take responsibility

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Video Observation Form: Vignette #1: "It's just an expression."

Characters:



Meredith



Rich



Dave

Directions:

As you watch the video, make note of any questions or thoughts you have concerning the following discussion questions

Discussion Questions:

1. What could Meredith have done differently to achieve a better outcome in the situation?
2. What could Rich have done differently to achieve a better outcome in the situation?
3. What could Dave have done differently to achieve a better outcome in the situation?

Key Points:

- Expressions, which are considered to be innocent and not intended to be offensive, may be offensive when they cross lines of different cultural experience.
- When these cross-cultural misunderstandings occur, it is better to move away from “closed door” communication (right/wrong) and into “open door” communication that encourages exchanging meanings and exploring different perspectives.
- Either person or a third person may take responsibility to begin the M.E.E.T. conversation.

Bottom Line: Take the time to help a coworker understand why we need to change or look at something in a different way.

Video Observation Form: Vignette #2: “Hey, it's just a joke!”

Characters:



Marcus



James



Craig

Directions:

As you watch the video, make note of any questions or thoughts you have concerning the following discussion questions.

Discussion Questions:

1. How did James use the M — “Make time to discuss” step of the M.E.E.T. model?
2. How did James use the first E — “Explore differences” step of the M.E.E.T. model?
3. How did James use the second E — “Encourage respect” step of the M.E.E.T. model?
4. How did they both use the T — “Take responsibility” step of the M.E.E.T. model?

Key Points:

- Rules that prohibit disparaging remarks include jokes associated with race, gender, ethnicity, religion and other EEO protected categories. These rules must be applied and enforced consistently, no matter who may be involved.
- We must be willing to speak up and let others know the impact of their behavior.
- We must be willing to listen, consider the impact of our behavior on others and make adjustments in these kinds of situations because the impact of the behavior outweighs the intent.

Bottom Line: Jokes and remarks in the workplace that ridicule people are disrespectful, even when they occur among people of the same group.

Video Observation Form: Vignette #3: “She's old news; he's too green.”

Characters:



Jim



Eunice and Jason



Tina

Directions:

As you watch the video, make note of any questions or thoughts you have concerning the following discussion questions.

Discussion Questions:

1. How did Jim encourage respect?
2. What did Jim say to get both Tina and himself to take responsibility?