

AUTHENTICITY IN THE WORKPLACE



Themes for Authentic Personal/Business

- ◆ **Write down** what you perceive write down your beliefs about what is happening check your reality with what is really happening. Hire me or another coach to do a 360 about how you are being perceived in the workplace. Get a bench mark on where you are.
- ◆ **Do it:** Speak your truth consistency, living with and from your values. Be a role model for yourself and others. Communicate to others if not on board
- ◆ **Listen** from where you come from and where others come from Providing value /insights Offering/describe: Don't just talk about being authentic: demonstrate it and have examples
- ◆ **Tell the truth:** define criteria for authentic for you, come up with three action steps on how to, identify obstacles to that and take care of them (scattered energy, overwhelmed, no reserves, lack of time, etc)



next page

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Themes for Authentic Personal/Business (cont'd)

- ◆ Give examples of your success and keep track. This will propel you forward.
- ◆ Develop a reputation for talking straight and living with authenticity; be known for something.
- ◆ Live and work your values and speak them; live and work from sharing what the company is and does.
- ◆ Have a goal and do something.
- ◆ Know the power lines and decisions makers in the company/organization.
- ◆ Follow your passion!
- ◆ Create projects that demonstrate enhance your authentic *Brand You* (see resources on the SBD web site)
- ◆ Say no to what doesn't serve you; make space and schedule your work day for success.
- ◆ Learn new skills: continue to develop your abilities in the areas of leadership, speaking, network, facilitation, writing, technical.
- ◆ Be evolving constantly and keep sharing your insights and truths.



previous page



next page

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5–Step Communication Model

1. **Communicate what needs to be said:** set a boundary. A non-judgmental description of the behavior to be changed.
2. **Inform** the person if they are not honoring that and disclose any feelings using I statements.
3. **Request** that they stop doing what they are doing by clarifying the concrete and tangible effect of the other person's behavior on you.
4. **Demand** that they stop their behavior and state a description of a behavior which is more satisfactory to you.
5. **Walk Away:** from the situation and make a statement as to why you are. Ask to reconvene when it is appropriate.



previous page