

HOW TO BEHAVE AT THE OFFICE TO ADVANCE YOUR CAREER

Тимоховцев В.О., гр. МЕ-19

Науковий керівник – ст. викл. **Архипова В.О.**
Харківський державний університет харчування та торгівлі

Розглянуто основні аспекти комунікації та поведінки у робочому середовищі, які сприяють створенню гарної атмосфери в колективі та допомагають кар'єрному росту працівника.

When considering different forms of concrete career advice such as how to present projects to your boss or get ahead, never forget the basics of working with others. The best career advice you may get will be how to behave when working in small spaces such as offices. No one wants to work with someone who cannot follow the unspoken rules of the workplace.

Few things annoy coworkers or supervisors more than someone who takes extra-long lunch or smoking breaks. Stretching the time you spend away from your desk makes you look like you avoid hard work, no matter how productive you are.

Even if you complete all of your tasks, you should stay at work the required amount of time. Be on time and leave on time.

Try to keep your conversations between you and the person on the other end. Monitor yourself and your voice.

Your desk should be kept as clean as possible, but your personal workspace is minor compared to the shared spaces that are reserved for use by everyone

Though everyone occasionally must deal with personal emergencies at work, do your best to leave what is meant for home at home.

Think Before you Speak – This rule applies to many workplace etiquette breaches. Similarly, do not gossip about coworkers.

Minimize any emotional response you may have at work. Remember that constructive criticism is meant to help you and is not personal.

Review the company email policy and adhere to it. Do not forward email messages that you receive from friends and family to coworkers. Do not gossip about or discuss other people in email, as emails can be sent accidentally to the wrong person or be intercepted by management.

Workplace etiquette involves more than just saying “please” and “thank you.” When you come to work you, step into a place where being polite involves a greater expanse of responsibility and thoughtfulness.