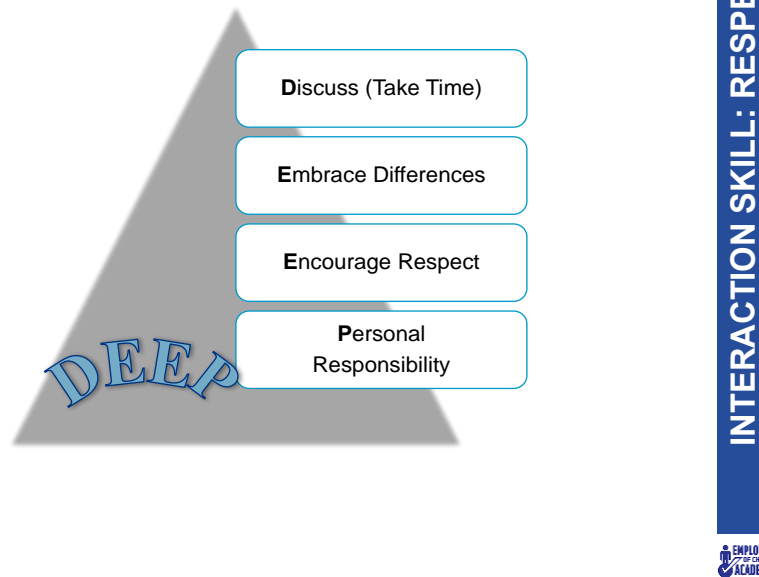


A large, faint, light blue decorative graphic consisting of concentric rings of squares, similar to the logo above, framing the central text.

Zolve Workplace Success Planning Guide

Workplace Issue Example: Respect: The DEEP Model

DEEP Model:



In order to foster a respectful workplace, it is critical that we embrace our differences. We can learn a lot from our different experiences and the ideas we generate. This makes for a more comfortable, yet exciting environment where we are able to be more creative and quickly address our toughest issues. We all demand respect no matter what environment we are in. This includes interactions with our coworkers as well as our supervisors, managers, leaders, etc. Let's take a look at the **DEEP Model**, which will help us when issues of respect arise.

Review the model

- ✧ Take Time to **Discuss** – Respect is important and any instances of discourse must be addressed as soon as possible. Find a private area and take the time to discuss the issue in person.
- ✧ **Embrace** Differences – Oftentimes, differences in culture and general value systems can cause discourse in the work environment. By communicating effectively with one another, we are able to develop an understanding that ensures that both parties are respectful of each other.
- ✧ **Encourage** Respect – Be calm and maintain your professional composure when addressing the issue. Avoid the use of “You” statements and respond in a non-confrontational way.
- ✧ **Personal** Responsibility – Resolution will only come about when both employees are committed to understanding each other's differences by listening with respect. The objective is to find common ground, not to establish who is right or wrong.

At the end of the day, the most important thing is to not only demand respect, but to

KEEP YOU OUT OF TROUBLE.



WORKPLACE SUCCESS PLANNING TEMPLATE

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GOAL

WHAT'S YOUR END GOAL? I would like to stop my manager from bullying me and treating me with disrespect.

(IDEAL WORKPLACE EXPERIENCE OR CAREER GOAL) I would like to perform the duties of my job that have been taken away from me.

REALITY

WHAT'S CURRENTLY HAPPENING? My manager yells at me all the time and in front of my coworkers.

Since January 2017, he has taken away many of the main parts of my job. I am concerned that he will give me a bad review because I have not been performing all of the duties of my job.

OPTIONS

WHAT ARE SOME ACTIONS YOU CAN TAKE TO RESOLVE THIS ISSUE?

- I can speak to my manager directly and let him know that I feel disrespected by him yelling at me in front of others.
- I can ask my manager why he is taking away parts of my job.
- I can speak to my manager's boss about the situation.

WILL

WHAT DO YOU COMMIT TO DO TO MOVE FORWARD?

- I commit to meeting with my manager to respectfully discuss the disrespect and to discuss my job duties.
- If my manager is not open to hearing what I have to say, I commit to setting up a meeting with his boss to discuss my concerns.
- I commit to reviewing the Employee Handbook and other policies to determine if my manager's behavior is in violation of them.





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