

The Golden Rule: Building Respect within the Workplace

GoSkills online course syllabus

Skill level

Beginner

Lessons

19

Pre-requisites

No prior experience needed

Video duration

1h 7m

Estimated study time

1h 7m

Instructor

Don Gilman, EdD

Introduction

1 Fostering respect in your workplace

Creating workplaces that foster environments where people feel respected is one of the best ways to keep employees happy and ensure people feel safe at work.

The Power of Respect

2 Framing your experiences

Respect means that each individual feels safe and valued in their interactions and daily routines.

3 Definitions and responsibilities

Having a common foundation for discussing sensitive topics is critical to ensuring everyone feels on the same page.

4 More definitions and responsibilities

Establishing a common foundation for discussing sensitive topics is critical to ensuring misunderstandings are reduced.

5 Identifying offensive behaviors

What constitutes unfair treatment, exclusion, or discrimination?

Unconscious Bias

6 Your brain and bias

Human brains are inundated with data every day, and without some processing shortcuts, your brain's ability to function would be severely impacted.

7 Bias and diversity

Your experiences have impacted who you are and how you process information.

8

Assimilation, accommodation, and mitigation

How do you combat bias when you're not even aware you suffer from it?

Workplace Dynamics

9

Power dynamics

Power dynamics, a term for how humans interact in teams or groups, dramatically impact workplace relationships.

10

Types of power in the workplace

In group situations, there are two types of power.

11

Inviting and building healthy dynamics

Healthy power dynamics are essential to workplace productivity.

Managing Emotions

12

Identifying strong emotions

Most people are never taught specifically how to manage the vast energy that can come with a surge of terror, frustration, or surprise.

13

Managing strong emotions

While you cannot be held responsible for a colleague's outburst, you can, however, ensure your workplace is safe and respectful for everyone.

Empowering the Bystander

14

Anatomy of a bystander

Incidents of workplace disrespect often have many witnesses but few reporters.

15

Taking action

Based on research from leading experts in workplace harassment, there are four ways for bystanders to effectively intervene.

16

Crucial conversations

Often you have the desire to intervene and say something, but you just don't know what to say.

Fostering Respect

17 Showing and sharing respect
Demonstrating respect for others is not unique to the workplace.

18 Creating a diverse workplace
Creating and developing a healthy diverse workplace is everyone's responsibility.

Conclusion

19 Personal action plans
Now that you have completed this course on building respect in the workplace, how will you use the things you have learned?

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