



## Civility and Respect Worksheet

**Facilitator Notes:** Use this worksheet to encourage a discussion about **Civility and Respect**. It is one of thirteen factors that have been shown to impact mental health of individuals in the workplace. Be sure to encourage discussion by being open to all answers and opinions from participants. Examples of possible discussion groups are: employees at a team meeting or lunch and learn, staff or management orientation , and union-member discussions.

**Suggested materials:** laptop, speakers, projector and screen, flip charts and markers, whiteboard or chalkboard.

### **Suggested Process:**

Watch the video once at [www.haveTHATtalk.ca](http://www.haveTHATtalk.ca)

Read definition of **Civility and Respect**:

[On the Agenda](#) defines **Civility and Respect** as present in a work environment where employees are respectful and considerate in their interactions with one another, as well as with customers, clients, and the public.

### **Ask participants:**

1. Think of a time when you did not feel respected. How did you react?
2. What are some signs of disrespect? Are these the same for everyone?

Watch the video again.

### **Ask participants:**

3. What could have been done differently in the scenario with Trung, Sylvia and their coworkers?
4. What are some strategies to help YOUR workplace promote **Civility and Respect**?
5. Write down different ways that YOU can help promote **Civility and Respect**.

