

SOS POLITICAL SCIENCE AND PUBLIC ADMINISTRATION

MBA HRD 405

SUBJECT NAME: INDUSTRIAL PSYCHOLOGY

TOPIC NAME: WORKING ENVIRONMENT



WORKING ENVIRONMENT



Work Environment

- The term work environment is used to describe the surrounding conditions in which an employee operates. The work environment can be composed of physical conditions, such as office temperature, or equipment, such as personal computers. It can also be related to factors such as work processes or procedures
- The work environment can involve the social interactions at the workplace, including interactions with peers, subordinates, and managers. Generally, and within limits, employees are entitled to a work environment that is free from harassment. A hostile work environment exists when unwelcome sexual conduct interferes with an employee's job performance, or creates a hostile, intimidating, or offensive work environment.

Meaning of Work Environment

The conditions in which an individual or staff works, including but not limited to such things as amenities , physical environment, stress and noise levels, degree of safety or danger and the like....

Creating a Positive Work Environment

- ❖ A positive work environment is not only important for our physical, mental and emotional health, but is also important for the product or service we produce for the company. The better we feel at work, the more likely we will take pride in our work functions and be loyal toward our place of employment. We have all worked at places where we were less than excited to get up and go to work in the morning. This can be an awful feeling. It is much more pleasant, and less stressful to work in an environment that is positive and enjoyable.

Community Welfare Work

- The nature of the work can be emotionally draining and stressful
- Managers and supervisors should provide support mechanisms as a priority...
- These might relate to counselling and debriefing opportunities, but also to the need for building effective workplace relationships around systems and operational procedures that do not depress worker morale or increase workplace stress



Be on time, with an open mind, ready for work

- ❖ Being on time for work means being on the job site or at your work station. Employees are expected to be ready to work at the assigned start time; not in the parking lot or cafeteria, etc. Wearing clean, safe, comfortable work attire that is not offensive to those around you is helpful. You must always be unimpaired, with a clear head and an open mind when considering the job at hand. Always remember your way may not always be the best or only way to do a job.

Always be optimistic

- ❖ When something goes wrong during the day look at it as an opportunity for improvement. Always try to enjoy your work. Be optimistic and help others solve problems that arise, without blame or sarcasm.



- ❖ Placing blame or being sarcastic only adds to a problem and does not contribute to finding solutions.

Use your time wisely

- If you should find free time during your work day, clean up the job site. It is always easier to do a job in a clean, organized work area. It is also safer for you and your coworkers.



Understand diversity and promote equality

- ❖ Diversity brings a broad body of talent with fresh ideas, perspectives and views. The challenge that diversity poses is being open minded, growing and learning from fresh ideas, and perspectives. Understand your own biases, as you spend your day in a workplace with a mix of genders, cultures, ages and lifestyles.

Other things to remember

- ❖ Humor is a good thing when used tactfully and tastefully. It may diffuse a touchy situation and break the tension when things are tense.
- ❖ Give credit and appreciation to your co-workers.
- ❖ Be approachable.
- ❖ Remember that everyone is equal and every job is important in fulfilling the goals of your employer.
- ❖ Be willing to take on tasks and assignments.
- ❖ Be proud of your workplace...remember you are a part of it.



Points to Remember!

- ❖ Be kind.
- ❖ Be organized.
- ❖ Be on time.
- ❖ Be open minded.
- ❖ Treat others as you would like to be treated.

THANK YOU