

The Star Approach to Partnering With Co-workers

By *Joan Burge, founder & CEO, Office Dynamics International*

I have been fortunate to work with some very savvy administrative assistants over the span of my career. I've noticed just how important it is for the Star-Performing administrative professional to be a team player (in and outside the work place). Assistants are finding themselves doing and leading more project work than ever before. Regardless of the situation, project-leading assistants have to work with a team who take on various aspects of the project. I'm sure you can relate to this either as the chair for a project or a team member working on a team project. In most instances, team members are co-operative, hold their weight, and take ownership; unfortunately other members have to be nudged over and over.

Here is an excerpt from my book, *Underneath It All* (Team Work and Peer Power Chapter):

Q: At my company there is lack of cooperation and teamwork among staff. What can I do to improve our work atmosphere?

A: You can play a key role in influencing your co-workers to create a healthy workplace that is filled with trust, respect and co-operation.

The tools you need to create a more professional atmosphere are the four components of my Star Achievement™ philosophy: skill, attitude, teamwork and strategy.

Skill. . . Enhance Communication Skills: There is no down-side whatsoever to building communication skills. When you work with others and you have a passion to succeed, you can't help but strengthen your communication and consensus-building skills. Remember . . . when you seek someone's input, you "owe" that person feedback regarding the outcome.

Attitude. . . Lead the Way by Projecting a Positive Image: What image does management project to staff? Are you and/or your co-workers seen as a positive or negative influence at work? Be aware of the image you project throughout the day. Set the stage by being a positive role model. Look for the opportunity behind every obstacle.

Teamwork. . . Build Rapport with Your Co-workers: Get to know your co-workers on an informal basis. (It's difficult to trust a stranger.) Eat lunch with key staff members who can help create a positive culture. Talk about your concerns and strategies for improving the work environment. Encourage team decision-making and be willing to compromise to resolve issues.

Strategy . . . Set Your Goals: All of the above won't happen without a plan. Map out your strategy. Eating with co-workers, keeping people in the communications loop even when you are disappointed with outcomes -- these are only two of the rock-solid steps you can take to achieve goals. Take a moment to jot 4 - 6 action steps and implement at least two of them this week!

Action Steps:

1. _____
2. _____
3. _____
4. _____
5. _____

Together, we can accomplish great things!

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About the Author

Joan Burge is known as the red-lipstick-wearing “Rock Star” of administrative and executive assistant training and a successful entrepreneur who created a unique niche in 1990 by founding a training company that would uniquely provide sophisticated, robust educational programs and information to administrative professionals. Joan is an accomplished author (8 books), professional speaker, consultant and corporate trainer.

She is the creator of: Annual Conference for Administrative Excellence™; World Class Assistant™ Certification course; Star Achievement Series® Certification and Designation course; 30+ customized workshops, 200+ educational videos, 150+ articles and nearly 1,000 blog posts for executive and administrative assistants.

Her company, Office Dynamics International, is a global industry leader which offers a broad range of solutions and provides high-performance, sophisticated executive and administrative assistant training and coaching.