

A large, leafy tree in a grassy area with a building in the background.

Civility and inclusion in the workplace

A communication workshop

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A Sampling of Skills for Constructive Conversation

Inquiring

Listening

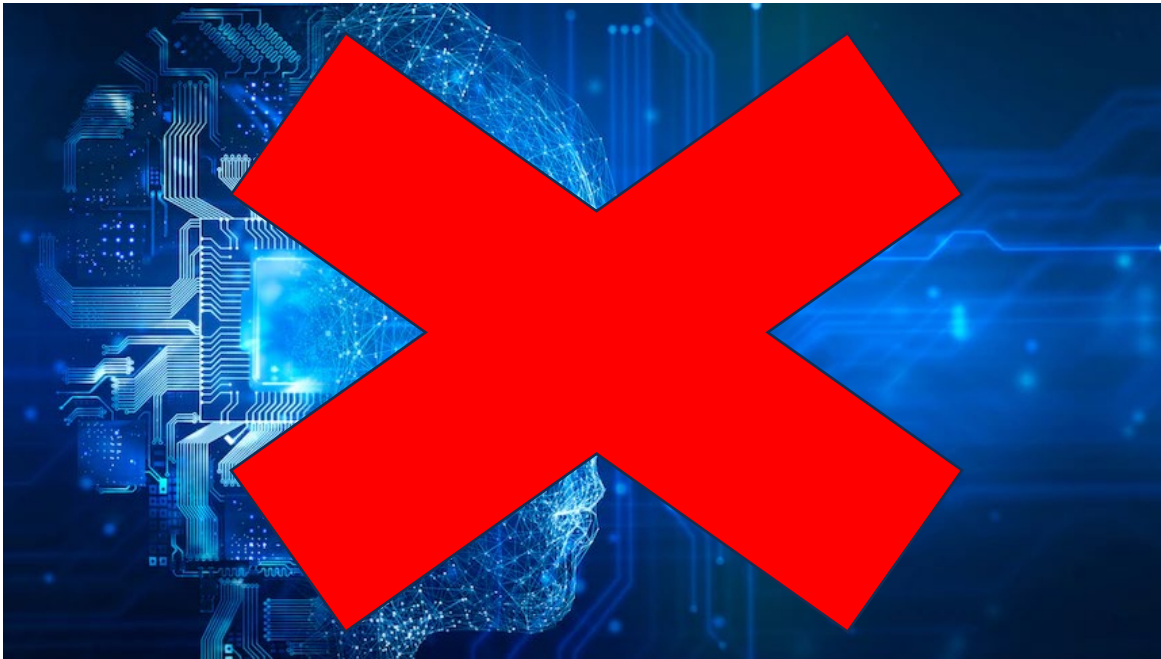
Verifying

Validating

Agenda

- Introductions
- Exploration – Civility through Stories
- Sharing of Differences – Value Line Exercise
- Biology Break!
- Talking Politics at Work? An egocentric perspective.
- Wrap-up

Our approach: AI



APPRECIATIVE
INQUIRY

Appreciative Inquiry inspired introductions

SHARE IN PAIRS

- Take time to inquire about each other's memory of a peak experience

Reflect

- What did we hear about our experiences?
- What were the types of efforts involved?
- How did it feel to go into detail about a life-affirming experience?
- What lessons did we draw from recalling the experience?
- How did you coax the other to elaborate on their memory?






CIVILITY

What's it mean? What's it like? What's it for?

What's it mean in terms of *personal behavior*?



SINCE 1828

GAMES | THESAURUS | WORD OF THE DAY | VIDEO | WORDS

Dictionary

civility

civility

noun | ci-vil-i-ty | \sə-'vi-lə-tē\

Simple Definition of CIVILITY Popularity: Top 40% of words

: polite, reasonable, and respectful behavior

civilities : polite actions and words

Source: Merriam-Webster's Learner's Dictionary

... related to *citizenship, governing, public life, civilization?*



ONLINE ETYMOLOGY DICTIONARY

Search:

OK

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

civility (n.)

late 14c., "status of a citizen," from Old French *civilite* (14c.), from Latin *civitatem* (nominative *civitas*) "the art of governing; courteousness," from *civilis* "relating to a citizen, relating to public life, befitting a citizen; popular, affable, courteous" (see **civil**). Later especially "good citizenship" (1530s). Also "state of being civilized" (1540s); "behavior proper to civilized persons" (1560s).

SOURCE: www.etymonline.com/index.php?term=civility

... Is it *rules or principles?*



George Washington's
**Rules of Civility
& Decent Behavior**
IN COMPANY AND CONVERSATION



George Washington

"..and it may truly be said,
that never did nature and
fortune combine more
perfectly to make a man
great.."

– Thomas Jefferson, *about
George Washington, 1814*

By age sixteen, Washington had copied out by hand, 110 *Rules of Civility & Decent Behavior in Company and Conversation*. They are based on a set of rules composed by French Jesuits in 1595. Presumably they were copied out as part of an exercise in penmanship assigned by young Washington's schoolmaster. The first English translation of the French rules appeared in 1640, and are ascribed to Francis Hawkins the twelve-year-old son of a doctor.

Today many, if not all of these rules, sound a little fussy if not downright silly. It would be easy to dismiss them as outdated and appropriate to a time of powdered wigs and quills, but they reflect a focus that is increasingly difficult to find. The rules have in common a focus on other people rather than the narrow focus of our own self-interests that we find so prevalent today. Fussy or not, they represent more than just manners. They are the small sacrifices that we should all be willing to make for the good of all and the sake of living together.

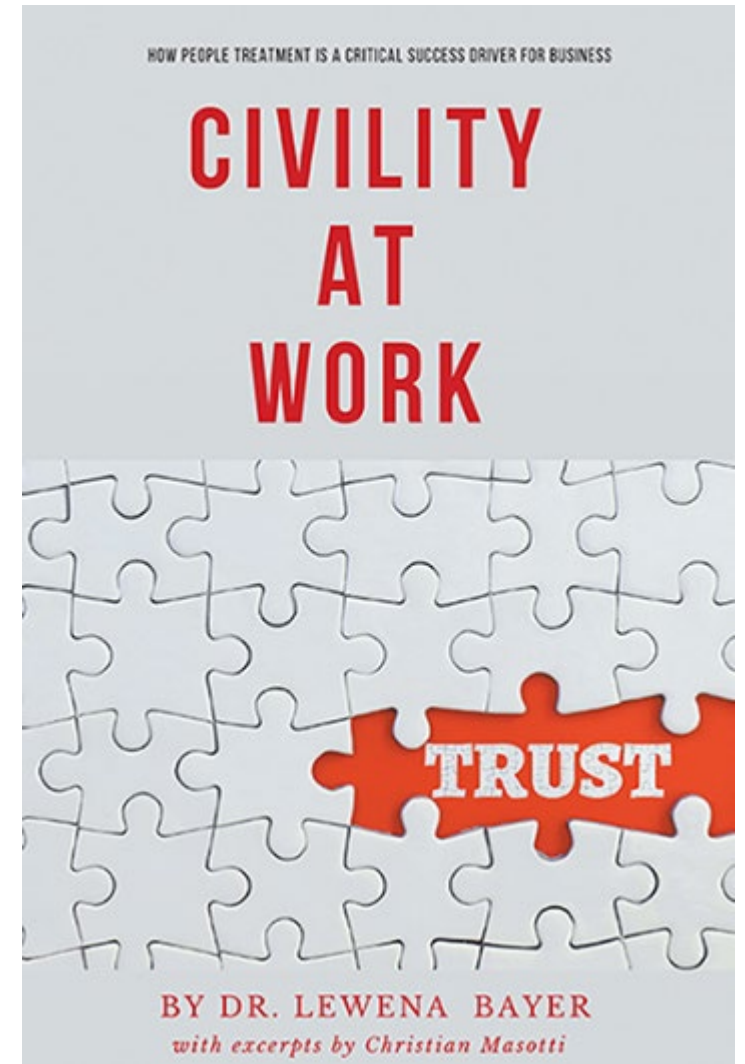
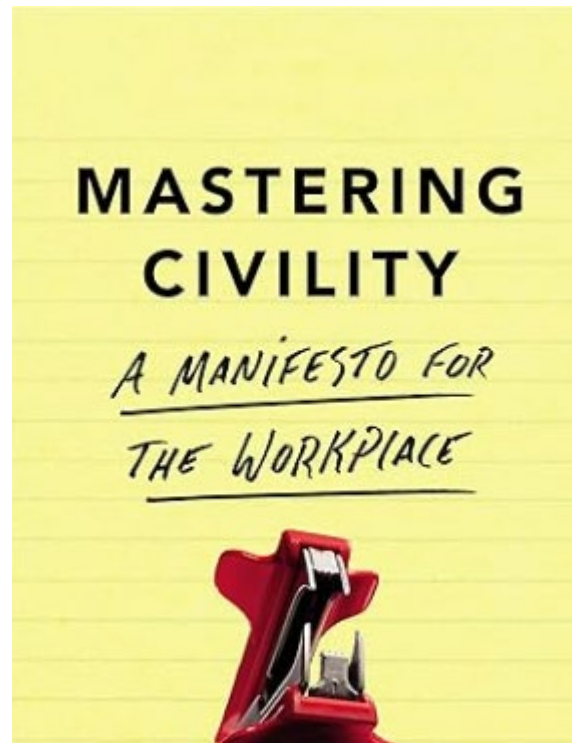
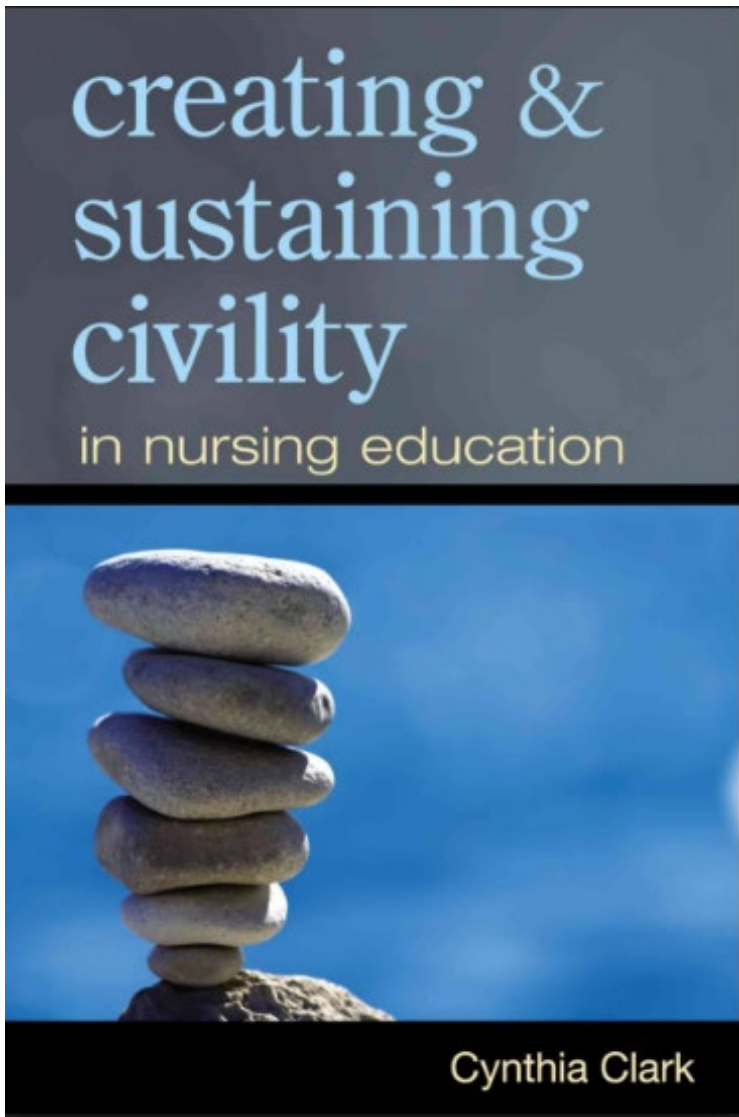
These rules proclaim our respect for others and in turn give us the gift of self-respect and heightened self-esteem.

- 102nd It is out of use to call upon the company often to eat; nor need you drink to others every time you drink.
- 103rd In the company of your betters, be not longer in eating than they are; lay not your arm but only your hand upon the table.
- 104th It belongs to the chiefest in company to unfold his napkin and fall to meat first, but he ought then to begin in time & to dispatch with dexterity that the slowest may have time allowed him.
- 105th Be not angry at the table whatever happens & if you have reason to be so, show it not; put on a cheerful countenance especially if there be strangers, for good humor makes one dish of meat a feast.
- 106th Set not yourself at the upper of the table; but if it be your due or that the master of the house will have it so, contend not, least you should trouble the company.
- 107th If others talk at the table, be attentive but talk not with meat in your mouth.
- 108th When you speak of God or his attributes, let it be seriously & with reverence. Honor & obey your natural parents although they be poor.
- 109th Let your recreations be manful not sinful.
- 110th Labor to keep alive in your breast that little spark of celestial fire called conscience.

Show interest in others conversation, but don't talk with your mouth full.

Don't allow yourself to become jaded, cynical or calloused.

Related to *the workplace?*





Share your stories about instances of civility

1. **Ask your partner** to recall an instance when someone was being...

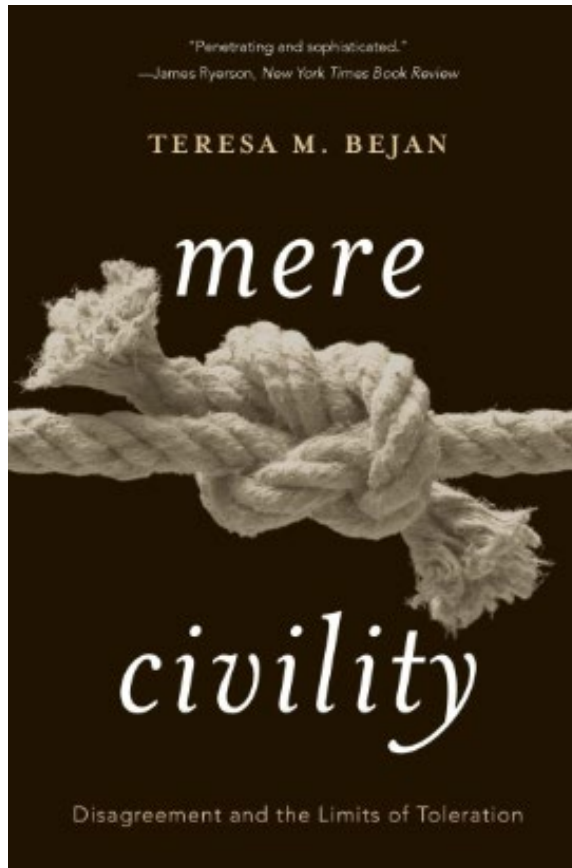
NOTICEABLY, SURPRISINGLY, RELIABLY or DEMONSTRABLY civil.

2. **Trade places**, so the second person can ask the same question of the first.
3. Introduce your partner, then do your best to **re-state what that person told you about civility** in the instance they gave.



What did we hear about instances of CIVILITY?

- Common/unusual? Public/private? Easy/hard?
- How important? Why? When? For whom?
- What was the tone and feeling of your talk?
- What questions does it raise?




- Thomas Hobbes: **Civil Silence**
 - Avoid inflammatory subjects
- Roger Williams: **Mere Civility**
 - Practice tolerance so you can sustain conversation with those who disagree
- Thomas Locke: **Civil Charity**
 - Equal liberty promotes mutual charity



SHARING DIFFERENCE

Listening to comments about agreement and disagreement



Proposed: Protecting freedom of expression on social media is of primary importance, *even if* threats such as hate speech, incitement of violence, and disinformation spread.

Value Line Exercise

Summary instructions; refer to handout

1. Find your place in a line, from Agree to Disagree
2. Split the line down the middle (Moderate/Unsure)
3. Realign two lines to form face-to-face pairs
4. Paired interviews: ***What made you position yourself where you did on this proposition?***

REFLECT: What did we experience doing this exercise?

- What was the overall feeling in the room?
- What was it like to face someone with whom you think you might not agree?
- How hard/easy was it to make yourself understood?
- How hard/easy was it to understand what the other person meant?
- When you shared in a circle, what was your responsibility?



Take a break!



Big ideas in review

- You will encounter political difference in the workplace.
- You *can* talk politics in the workplace, if you...
 - Keep your egocentrism in check
 - Expect and explore differences
 - Seek understanding, not agreement or advocacy

What will you take with you?



For More Information

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