

# Are You A BULLY?



With research showing that almost 80% managers admit that bullying occurs in their workplace, could you be called a bully? Check out these suggestions on how to turn bullying behaviour into best practice:

#### **Firm but fair**

Being a boss isn't a popularity contest. Everyone needs a telling off at some point. Do not scold people severely with a dressing down; just make your point firmly without intimidating or frightening your employees.

#### **Take a deep breath**

Don't shout every time you feel the temperature rising. Do your best to restrain yourself and take a step back. If you get a reputation as a tantrum king or queen then you will automatically get the bully label.

#### **Communicate**

Find time to sit down and communicate with your team or assistant, no matter how busy you are. Thrashing out the week's priorities over a coffee will reduce stress levels and any potential conflict when the going gets tough.

#### **Measure yourself**

If you have a problem with one of your team then address it in the right manner. Do not rant or bitch about their shortcomings behind their back as this will undermine them and ultimately make them feel inferior and excluded. It might also make them a target for others.

#### **Keep a level playing field**

While people deserve praise when they have done a good job, make sure you play fair. Letting 'favourites' develop is a dangerous game that can upset office politics and make people feel excluded.

#### **Don't be a mirror**

If you don't like the way your boss treats you, don't act like them. Think about how you feel when someone treats you badly. Just because you've been managed badly, doesn't mean you have the right to dish it out further down the line.

#### **Listen to ideas**

If someone challenges you, don't bite their head off. Think about what they have to say, make a note and let them know how their idea may work next time.

#### **Don't leave people out**

When you organise the company get-together, make sure everyone is involved. Try and encourage everyone to attend if they can, and don't let anyone feel that they are being excluded or left out.

