

in the Know...

Can staff come and speak with you freely? Do staff say that they are uncomfortable coming to you or even sitting in your office? Your workspace and body language may be keeping employees away even though you leave your door open for anyone to come and speak with you.

If your office space is cluttered or you have stacks of papers on your desk; staff may feel overwhelmed when walking into your office. Your office space needs to be welcoming and open. If you have towers of papers, it appears that you are building walls to keep people out. When someone comes in your office it is best practice to move out from behind your desk and sit where your staff can see your whole body. This allows your guest to see that you are not hiding from them.

When you move away from your desk make sure that your body language is reading that you are ready to hear what your staff has to say. Do not sit with your arms or legs crossed. When you cross your arms and even your legs you are telling your audience right away that you are not listening. You do not want to hear what they want to discuss. Make sure that you lean into the conversation and keep your hands visible. When you hide your hands, it appears that you are hiding something.

Yes, these may seem like common practices that you should do when anyone comes in your office, but sometimes they get over looked. Take a few moments to practice these small ideas. By doing these, you are allowing your staff to feel welcome.

“True hospitality is welcoming the stranger on their own terms.”

Maya Angelou



Juneteenth

(Wed, June 19, 2024)
The Celebration of ending slavery, and enforcement of the Emancipation Proclamation.

If you have any questions or concerns regarding this article or any other HR issue, please feel free to give us a call or send us an email.

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