



## ***Tool #8 - Part B***

### ***How to be Successful in the Multicultural Workplace***

#### ***Part B Includes:***

***Top 7 Key Points***

***2 Week Progress Report***

***Final Progress Report***

(Part B is a Review and Follow Up from Part A)

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***Employee Success Toolkit***  
***Tool #8 - Part B***  
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In part A you learned many ways to be successful in the multicultural workplace. Part B will help you review and record your progress.

***Top 7 Keys on How to be Successful in the Multicultural Workplace***

The multicultural workplace can be a learning experience. You will have the chance to learn about different personalities, foods, arts, and even various ways of doing business. Be inquisitive and ask your fellow co-workers about their backgrounds. You will find a lot of interesting information.

1. Observe conversational styles. Not everyone conducts a conversation the way it is done in the United States. Taking a small amount of time to learn these styles will prevent you from insulting a co-worker from another country.
2. Try an ethnic dish or go see a foreign film which represents the culture of someone in your office. It will help you better understand other cultures and will broaden your own horizons.
3. Think about the ways people of the same culture are different—nationality, ethnicity, gender, religion, age, occupation, etc. Then avoid stereotyping people from cultures other than your own. When you realize that even individuals within a particular culture are unique, you will be able to appreciate them as individuals.
4. Be sensitive to cultural customs. Ask what behaviors might be offensive to someone from another culture. Showing respect for co-workers from a different culture will be appreciated and enable you to have a harmonious relationship with those co-workers.
5. Discuss varying methods of doing business with persons from another culture. If you learn how a co-worker is used to doing business in his home country, you will be better able to understand him and have a better working relationship.
6. Be open minded when working with persons from another culture—they may have a better way to perform a task. Always be ready to learn something new. It will help you grow as a person and expand your knowledge.
7. Foster a spirit of cooperation—volunteer to give a presentation to fellow employees about your culture. They, in turn, might give a presentation on theirs. Cooperation and consideration lead to a positive work environment.

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***Tool #8 - Two Week Progress Report***  
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Name \_\_\_\_\_ Date \_\_\_\_\_

Look at the goals that you set in part A of this lesson.  
What have you done so far to reach your 3 main goals?

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What will you do in the next 2 weeks toward reaching your goals?

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Make a copy of this to give to your supervisor, and keep one for yourself.  
Post your goals in your workplace where you can easily see them.

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***Tool #8 - Final Progress Report***  
***How to be Successful in the Multicultural Workplace***

Name \_\_\_\_\_ Date \_\_\_\_\_

What progress have you made towards achieving your 3 main goals.

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How have your improved skills made a difference at work?

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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***Additional Resources***  
***All are available on The Confidence Center Web at***  
***[www.ConfidenceCenter.com](http://www.ConfidenceCenter.com)***

***Free Resources***

**Email Newsletter:**

**Employee Morale and Confidence Tips**

It has creative ideas you can use every week to keep up morale.

Sign up for Free at [www.ConfidenceCenter.com](http://www.ConfidenceCenter.com)

**Assessments:**

Are you happy at work? Take the [Employee Morale Assessment](#)

How confident are you? Take the [Confidence Quiz](#)

**Articles and Past Newsletters**

**Calendar of Special Days:**

Special days you can celebrate for every month of the year.

**Fun Zone:**

Jokes, cartoons, and more - when you just need a break.

**Coaching:**

Telephone coaching by our certified professional coach. To get one *free* coaching session.

Details at <http://www.confidencecenter.com/serv06.htm>

***Low Cost Resources***

**Products:**

Books, eBooks, videos, and other products to make you more successful at work.

**Seminars:**

We offer in-house seminars, customized for your company or organization.

**Tele-seminars:**

Telephone seminars on employee morale and employee performance. These will be announced in our newsletter and on our web.