



Management Seminar Series



Understanding Workplace Culture

March 26, 2015

About this seminar

Coordinated by

Richard Clinkscales
Management Intern
OHR

Andrea Griffin-Mann
Program Analyst
NIA

Russell (Rusty) Mason
Management Analyst
ORS

Many factors influence success in the workplace. One factor in particular is the ability to recognize and thrive in the culture of the workplace. Your ability to navigate these sometimes “turbulent waters” can make the difference between personal success or failure. Furthermore, leaders have greater at stake because their awareness of the workplace culture can greatly contribute to the success or failure of an organization. Workplace cultures vary within organizations, divisions, and offices. Despite your workplace culture everyone should do their part to “be the change” they want to see. This seminar will focus on two employees who have different workplace culture experiences.

The purpose of this seminar is to introduce key principles to recognize organization cultures and how to successfully navigate their sometimes “turbulent waters”. Attendees will learn how to build off past seminar topics on conflict management and diversity in the workplace to better handle negative workplace culture, and improve upon their situations. The seminar features presenters Eric Cole, Chief Administrative Officer, Clinical Center and Phil Day, Director for the Division of Customer Support Services, CIT.

Resources

Workplace Culture at the Secret Service: [Washington Post Article](#)

Is Your Boss Making You Sick: [Washington Post Article 2](#)

Organizational Culture: [What is Organizational Culture](#)

LMS, Organizational Behavior: Dynamics of a Positive Organizational Culture:
After Logging into LMS, Search Catalog for course HR_08_A05_BS_ENUS

Key Competencies: This seminar will focus on the following competencies.

[Communication](#) - Delivers clear, effective communication and takes responsibility for understanding others.

[Interpersonal Relations](#) - Develops and maintains effective relationships with others; relates well to people from varied backgrounds and in different situations.

[Political Savvy](#) - The ability to exhibit confidence and professional diplomacy, while effectively relating to people at all levels internally and externally.

Additional competencies can be found at <http://hr.od.nih.gov/workingatnih/competencies/default.htm>

Seminar Pre-work (answer questions before the seminar)

1. Have you ever accepted a new job but was unsure of the organizational culture?
2. What factors contributed to your success or inability to adapt to a new organizational culture?
3. Think of your current workplace culture. What would you like to change and do you have the power to change it?
4. What conflicts arise in your division/office/lab because of the workplace culture?



Understanding Workplace Culture

Applying the Learning

What initial ideas do you have to apply what you are learning in this session to your workplace?

What action(s) will you commit to applying from this session within the next 30 days?

ACTION PLAN

What specific steps will you take?

RESOURCES

What resources do you need?

MEASURES OF SUCCESS

How to know you succeeded?

Negotiating Skills for NIH Employees

Enhance your negotiation skills for the best possible outcomes and improve trust and relationships for future collaboration. By participating in this one-day workshop, you will learn valuable tools and techniques to prepare for and implement your negotiation discussions with emphasis on the principled negotiation method developed by the Harvard Negotiation Project and published in the book "Getting to Yes," by authors Roger Fisher and William Ury.

Learn more about this class at <http://trainingcenter.nih.gov/ShowDetails.aspx?cid=NIHTC4005>

Date: May 4, 2015 / **Time:** 9:00 am - 4:00 pm / **Location:** Rockledge Drive (RKL 1) / **Tuition:** \$380