



**TEAWAY**  
Promoting Tea as the Engine of Growth  
for the Black Sea Basin Area



# Social & Communication Skills

## How to Handle Respect

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# **Respect: A Communication Skill that is important**

**Have you ever wondered what it means to show Respect?**

It may be easy for you to say "please" and "thank you" and run out of Respect. However, it means much more.

# Have you ever wondered how you can show more Respect in your Communication?

Here are some tips for effective communication in the workplace:

## Practice courtesy and good manners

You always have to show good manners no matter who you talk to, whether or not you had a good day or something else that might bother you.

Always show kindness to others, even if you do not feel it.

Elementary kindness will affect you very positively

## Listen with gratitude

People tend to talk a lot in the tourism industry - but you should also listen to others.

Successful communication is two-way, so make sure that when you talk, you take the time to listen carefully and actively to others.

## Avoid negativity

No matter how upset you may be about something, you should never insult, underestimate or ridicule other people or their ideas. In the end, you will lead to a mutual loss of respect that could very negatively affect the workplace as a whole.

Instead, choose a constructive way to reconcile things and work together to resolve any issues that may arise.

How to handle Respect

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Here are some tips for effective communication in the workplace:

## Talk to people - not for people

If you have a problem with a person or a situation, the best way to deal with it is to talk to that person.

Talk to him in a constructive way that shows that you respect him.

## Do not judge others too much

When leading a team, it is important to make constructive comments and state what they could do differently to work more effectively - underestimating or constantly criticizing negatively will discourage others and damage your relationship with them.

Instead, offer consistent positive reinforcement along with constructive feedback to give your coworkers the confidence and encouragement they need.

## Treat people equally

Regardless of differences in position, qualifications or other factors, treat everyone with whom you interact in a fair and equitable way to maintain a positive workplace.

How to handle Respect

# Have you ever wondered how you can show more Respect in your Communication?

Here are some tips for effective communication in the workplace:

## Show emotional empathy

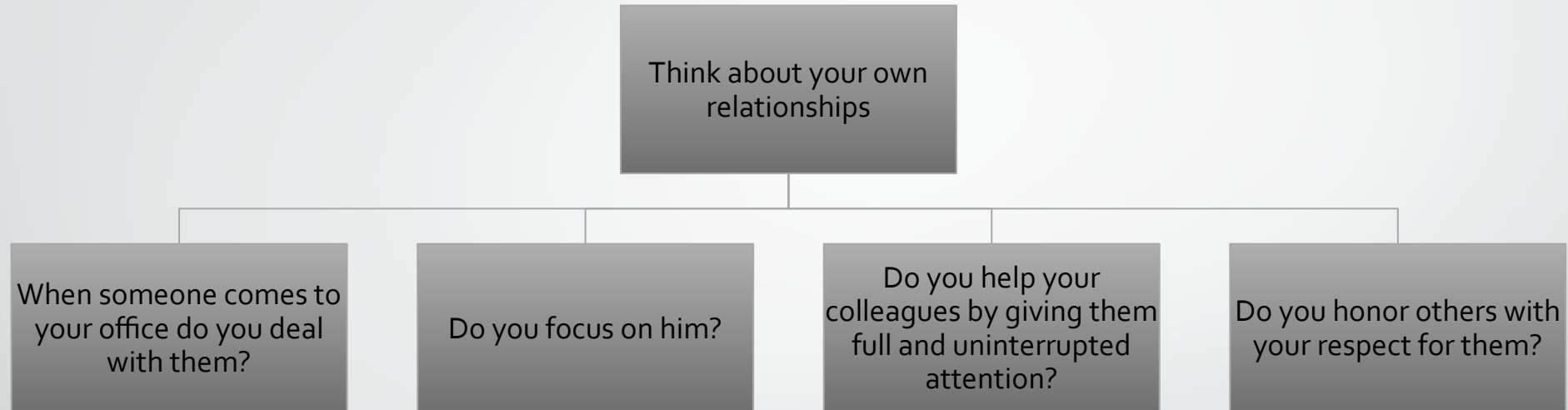
You can never know exactly what is going on in someone else's life - so when talking to others, do not criticize or be impersonal or closed.

Be emotionally open, follow the advice of others, and practice empathy. It will help you in every relationship.

## Appreciate the views of others

Different ideas and perspectives are what make a workplace versatile and help progress, so always make sure you value the opinions of others, encourage expression, take their views into account and seek cooperation.

# Learn how to earn the respect of others and how to show respect to others



I challenge you to try to show respect to the people you interact with. It is not just your intention to show them that you respect them. That is easy. Here we are talking about changing your attitude towards others so that they feel that you respect them. It is this "feeling of respect" that has real value.

# RESPECT DIVERSITY



# Think about it...

- So think about your business relationships. When someone enters your office do you really deal with them? Do you help your colleagues by giving them your full and uninterrupted attention? Do you honor them by showing them the necessary respect?





*Thank you for your  
attention!*