

Reflect on the following personal advising/supervision statements, and rank them by assigning each statement a number from 1 to 5, with **1** representing how you **most** like to receive appreciation from your teammates, and **5** representing how you **least** like to receive appreciation. Statements in each group should be ranked 1 to 5 each number must be **used once**.

Group 1:

- A _____ A staff member says, "You really did an awesome job on that program!"
- B _____ A staff member offers to take your office hours because they know that you have a big test tomorrow.
- C _____ A staff member brings you dinner during your office hours to show their appreciation.
- D _____ A staff member randomly stops by the office to talk and catch up with you.
- E _____ A staff member shakes your hand, or gives you a high five, for a job well done.

Group 2:

- A _____ A staff member writes an "Of the Month" nomination about how much they appreciate you.
- B _____ A staff member offers to help you make your door decs and bulletin board because they see you are behind on some important tasks.
- C _____ A staff member brings you a batch of your favorite cookies just to say thanks for being you!
- D _____ A staff member takes the time after a program to process how you think things went and helps you clean up the lobby.
- E _____ A staff member walks past and gives you a pat on the back just to say hello or good morning.

Group 3:

- A _____ A staff member shares one of your successes with other members in the office to show appreciation and give you credit for a job well done.
- B _____ A staff member picks you up for a Wal-Mart trip because you need to buy items for a program and your car is in the shop.
- C _____ A staff member purchases your favorite office supplies to say thank you for all your hard work.
- D _____ A staff member invites you out for lunch to talk about a program and get your feedback on its intended direction.
- E _____ A staff member gives you a hug after a stressful week of classes.

Group 4:

- A _____ A staff member praises you for special qualities you bring to the job in front of your supervisor.
- B _____ A staff member brings you coffee/ hot chocolate to help you get the day started right.
- C _____ A staff member buys your lunch after you both have to work through your break to meet a deadline.
- D _____ A staff member invites you over to their place for a social gathering after work.
- E _____ A staff member places their hand on your upper back as you are reviewing a document together on the computer.

Group 5:

- A _____ A staff member tells you just how much the rest of your staff appreciate your time and efforts.
- B _____ A staff member stays late to help you with a project/homework assignment.
- C _____ A staff member leaves you a nice thank you note in your mailbox.
- D _____ A staff member arranges a 1:1 meet with you to make sure you are getting the training and direction you need to succeed in your job.
- E _____ A staff member puts their arm around you when explaining your important role in the hall.

Tally your results (remember the LOWEST number is your primary advising language):

Group 1:	A _____	B _____	C _____	D _____	E _____
Group 2:	A _____	B _____	C _____	D _____	E _____
Group 3:	A _____	B _____	C _____	D _____	E _____
Group 4:	A _____	B _____	C _____	D _____	E _____
Group 5:	A _____	B _____	C _____	D _____	E _____
<u>Total:</u>	A _____	B _____	C _____	D _____	E _____

Words of Affirmation (A):

Staff members with *Words of Affirmation* as their advising language need the following to feel appreciated in the workplace.

- Put yourself in their shoes to understand what they need.
- Provide constructive feedback, and offer to help them achieve their goals.
- Avoid harsh tones, sarcastic attitudes, or being judgmental.
- Provide requests, suggestions, or guidance over demands ultimatums, or threats.
- Think of creative ways to congratulate someone on a job well done.
 - The all-encompassing “atta boy” loses its flare after hearing it many times.
- Take time to send little notes of affirmation to an employee or co-worker, letting them know how much you appreciate the work they do.

Acts of Service (B):

Staff members with *Acts of Service* as their advising language need the following to feel appreciated in the workplace.

- When you are helping a staff member, do things for them the way you think they would want them done, not the way you think they should be done.
- Don't be afraid to do the harder, more humbling tasks for a staff member without having to ask.
- Throw the gender specific stereotypes out of the window.
 - Women aren't the only ones around the office who can handle roommate mediations, make decorative posters, or clean the office.
 - Men aren't the only ones around the office who can confront an alcohol situation, work with the police, or take out the trash.
- Think of the little tasks that you could do for a staff member that would make their day.
- It's not the size of the task that matters, but the thought involved and the willingness to take the time and effort.

Gifts (C):

Staff members with *Gifts* as their advising language need the following to feel appreciated in the workplace.

- Remember gifts do not have to be extravagant and expensive. Focus on items that have some sort of personal, sentimental, or humorous value.
- A handmade present is just as effective as something that has been purchased. Take the time to find out what your staff member like and show them your appreciation through making them something.
- If you are busy and can't get your staff member on a regular basis, remember that a gift of your time is just as important as any tangible item.
- We can usually always afford to buy someone a cup of coffee every once in a while... remember, that goes around comes around!

Quality Time (D):

Staff members with *Quality Time* as their advising language need the following to feel appreciated in the workplace.

- Allow sufficient time for interaction with your teammates, e.g. meetings, lunches, etc.
- Take the time to get to know your staff member outside of the work environment.
- Get a list of what your staff member like to do and think about how you can interact with them in those settings.
- When working through conflict with a staff member, take into consideration:
 - Less advice, more sympathy
 - More questions and fewer conclusions
 - More understanding and fewer solutions
 - More attention to the person and less to the problem
- Thank about things in your staff dynamic that brought your group closer together
 - Reflect on those moments with your staff and focus on good aspects in your professional relationship.

Physical Touch (E):

Staff members with *Physical Touch* as their advising language need the following to feel appreciated in the workplace.

- Take the time to shake a hand, give a high five, pat someone on the back, or give a staff member a hug.
- When talking with your staff member put your hand on their arm, shoulder or knee and let them know you are engaged in the conversation and you care about what they have to say.
- When carrying on a conversation with a staff member, maintain good eye contact to show your investment.
- Keep in mind that physical touch, especially in the workplace, can often be considered taboo, but done under the auspice of mutual respect; physical touch can show great appreciation.