

# TIPS FOR WORKING WITH EVERY GENERATION

The following tips are useful for working effectively with **ANY** generation.

## DO

- Recognize that generational differences influence our ideas, expectations, values and behaviors at work.
- Acknowledge that everyone wants to be treated with respect—and recognize that respect might look and feel different, based on differing experiences and perspectives.
- Know that you have different life experiences and can learn from others' experiences and perspectives.
- Find ways to create shared values and common ground.
- Be willing to flex your natural style and preferences in order to work effectively with all your employees, supervisors, and managers.
- Be open and honest about your “hot buttons” (i.e., recurring sources of tension or conflict).
- Give your employees, peers, and colleagues specific suggestions on what they can do to perform their best; ask for their feedback to help you to do the same.
- Focus on what really matters—productivity, teamwork and customer relationships.
- Challenge assumptions and raise awareness regarding the multigenerational workplace.

## DON'T

- Stereotype (e.g., judging your colleagues' capabilities by what they wear)
- Ridicule or make derogatory remarks like “dinosaur”, “bureaucrat”, “slacker” or “kid”.
- Miss opportunities to improve communications and strengthen relationships.
- Assume every member of any given generation thinks or behaves exactly alike.