

Safety FOCUSED

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Staying Safe When Traveling for Work

Many jobs require employees to travel for work, sometimes even abroad. While this can be a fun experience, staying safe can be much more difficult if you are in an unfamiliar area.

Ways to Communicate with Peers You Disagree With

In your professional career, you're bound to have to work alongside people you don't agree with. For some, this can be a source of stress, particularly if you have to go out of your way to keep the workplace relationship civil. Read on to learn more.

RESEARCH IS ESSENTIAL WHEN IT COMES TO ENSURING A SUCCESSFUL BUSINESS TRIP AND MAINTAINING YOUR SAFETY.

A monthly safety newsletter from



Staying Safe When Traveling for Work

Many jobs require employees to travel for work, sometimes even abroad. While this can be a fun experience, staying safe can be much more difficult if you are in an unfamiliar area. To keep yourself safe when traveling for work, remember the following tips:

- Familiarize yourself with local customs and laws, as you are subject to them while traveling.
- Avoid hailing taxis on the street when possible. Instead, have your hotel's concierge service book a reliable driver or car service for you.
- Keep hotel doors and windows locked at all times. When you arrive, and any time you leave and return to the room, make sure the locks are working.
- Ensure that your room has a working peephole and use it to verify the identity of anyone visiting your room. If an unexpected visitor claims to be a hotel employee, call the front desk to confirm.
- Take photos of important documents and information, like your passport and driver's license, and leave copies at home.

Research is essential when it comes to ensuring a successful business trip. Planning ahead and remaining vigilant can make all the difference.

Ways to Communicate with Peers You Disagree With

In your professional career, you're bound to have to work alongside people you don't agree with. For some, this can be a source of stress, particularly if you have to go out of your way to keep the workplace relationship civil.

In these situations, it's important to know how to interact professionally. Not only will this display a high level of maturity to your co-workers and managers, but it can also help you avoid making a bad situation worse.

To work with peers you disagree with, do the following:

- Listen more than you speak. Diversity of opinions is important, and allowing yourself the time to process what another person wants can help you understand where they're coming from.
- Think before you respond. Choose your words carefully when responding to something

you disagree with. Doing so ensures that you can justify your arguments in a sincere, respectful tone.

- Try to find common ground and avoid dragging others into an argument.
- Avoid personal insults. Discussions should be civil and focus on workplace issues.
- Ask questions. Sometimes disagreements come from a lack of understanding. Asking questions in a friendly tone can be a good way to steer a conversation into a more positive direction.

Working with people you disagree with can be difficult, but it's an important part of most jobs. If you are concerned that you and a peer will never get along, consider speaking to a supervisor.



5 STRATEGIES FOR CONFLICT RESOLUTION

1



**ACCEPT THAT
THERE'S A
DISAGREEMENT**

2



REMAIN CALM

3



LISTEN ACTIVELY

4



**FOCUS ON
AN IDEAL
OUTCOME**

5



**WORK TOGETHER TO
REACH AN AGREED-
UPON GOAL**