

Getting Along in the Workplace



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Introductions



- Lara Bailey
- Full mutation of FXS
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- Ann Souder
- Parent
- Son with full mutation of FXS

Topics to cover today!



1. Workplace basics
2. Effective communication
3. Dressing for success
4. Dealing with Fragile X at work



WORKPLACE BASICS

Good Practices for Work



- Be on time: allow enough time for traffic or delays
- Get organized: Use a calendar to keep track of your schedule
- Dress neatly: Make sure your clothes look good and are clean
- Be aware of body language: Don't roll your eyes, cross your arms, not making eye contact.
- Take care of your appearance: Practice good hygiene!
- Respect others: Be pleasant and mindful of the people around you
- Communicate: The phone and email are good ways to communicate to your boss.



EFFECTIVE COMMUNICATION

Who do we talk to at work and why?



- **Boss or Supervisor:** They are the ones in charge and they like to know what is going on. Can help with clarifying information or if you don't understand a task.
- **Coworkers:** The people you work with. Be friendly and positive. Avoid distractions, gossip and talking negatively about others.
- **Customers:** People that come into your store, office or other work environment that need your help or the service you offer . Try to understand their needs, if you need help ask your boss.

ROLE PLAY



- Calling in sick or late to your Boss
- Sending a professional email
- A task you don't understand
- Dealing with a customer that is mean





DRESSING FOR SUCCESS

Look sharp!



- Make sure your clothes are neat and clean
- Short, tight, or revealing clothing is frowned upon
- Look professional
- Wear good shoes that are workplace appropriate and allow you to be comfortable



Workplace dress
YES!



Workplace dress NO!



Practice good hygiene!



- Wash and brush your hair
- Brush your teeth
- Trim your nails
- Don't be stinky!
- Take pride in your appearance





DEALING WITH FRAGILE X AT WORK

Fragile X at Work



- Tell your boss, if you feel comfortable
- If you need a modification to a task to get your job done, ask!
- Don't be afraid to ask for help!
- Anxiety happens- learn some coping techniques to clam yourself down
- Your boss can be your ally, they are there to help you!
- Talk to your Human Resources person
- Become your own advocate!



QUESTIONS?