Getting Along in the Workplace

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Introductions

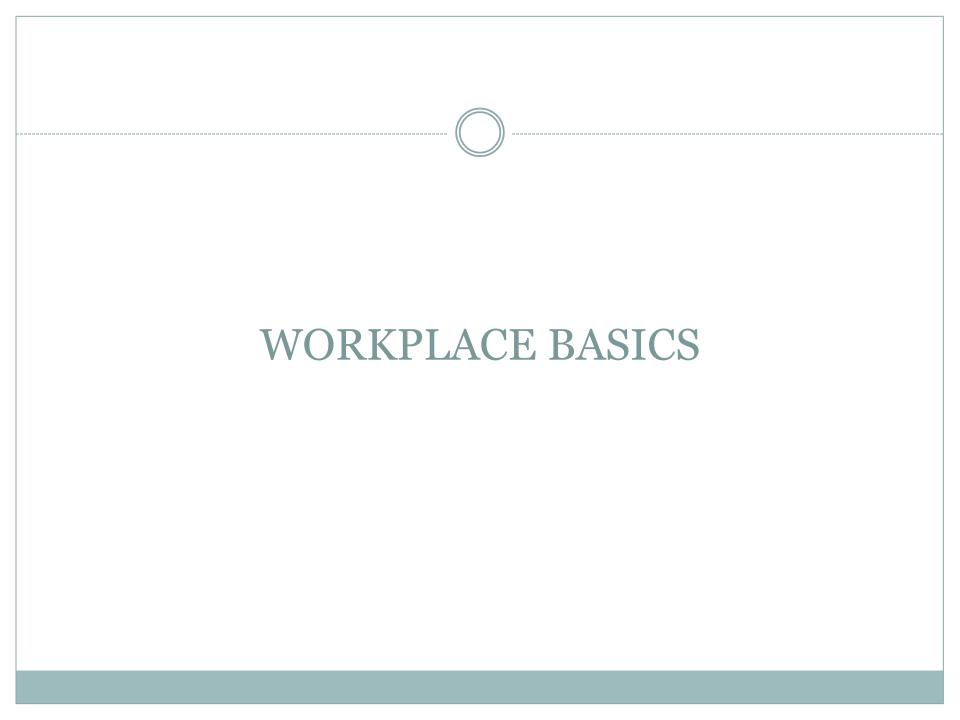
- Lara Bailey
- Full mutation of FXS
- Student Services

 Coordinator at the
 School of Information &
 Library Science at UNC Chapel Hill

- Ann Souder
- Parent
- Son with full mutation of FXS

Topics to cover today!

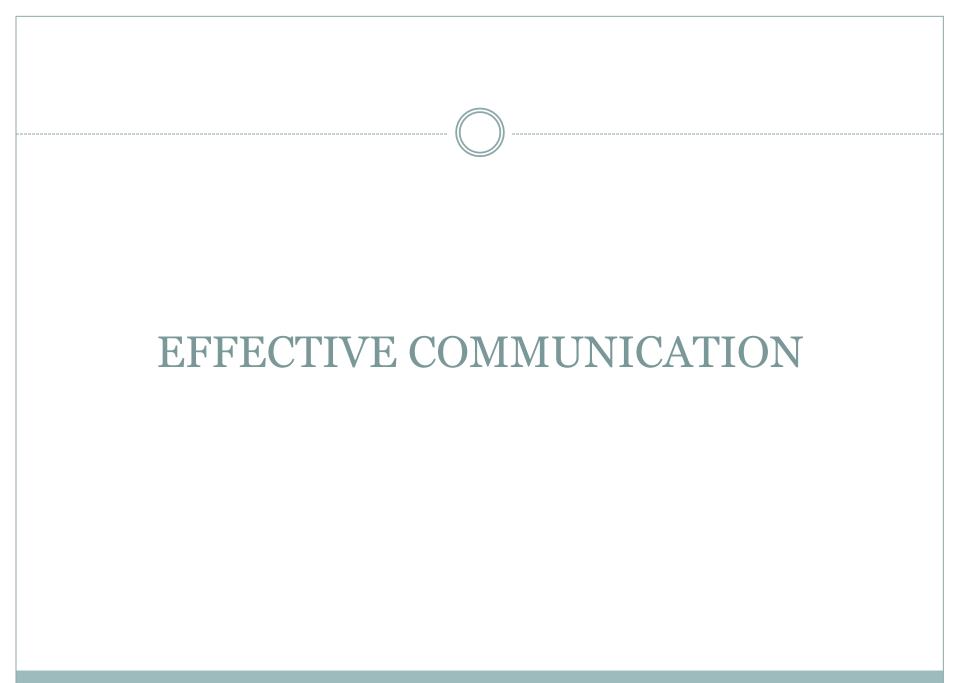
- **1.** Workplace basics
- 2. Effective communication
- 3. Dressing for success
- 4. Dealing with Fragile X at work



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.



Who do we talk to at work and why?

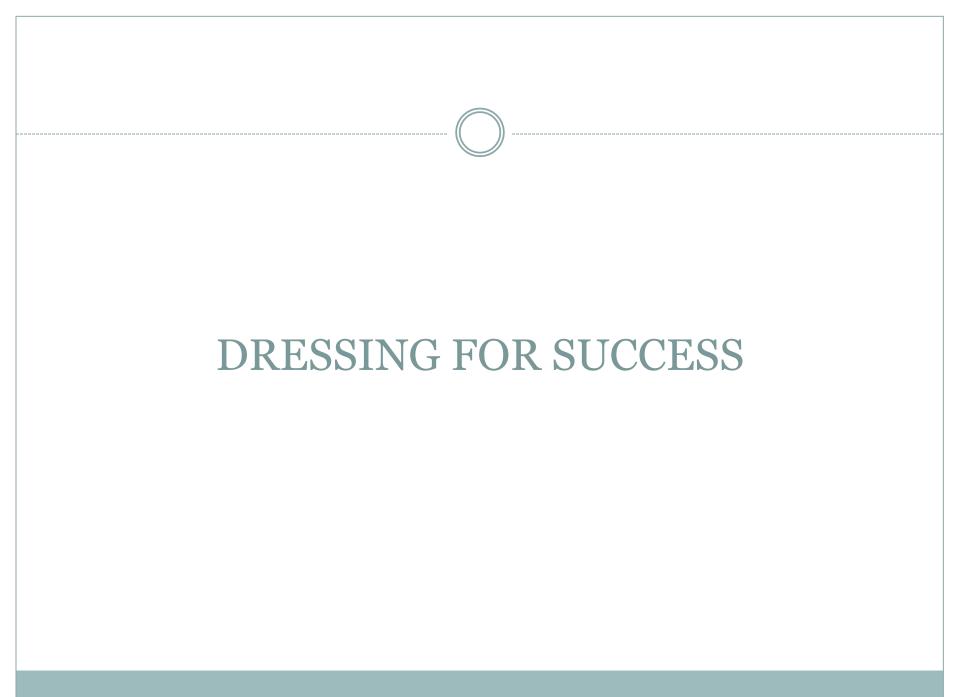
- Boss or Supervisor: They are the ones in charge and they like to know what is going on. Can help with clarifying information or if you don't understand a task.
- Coworkers: The people you work with. Be friendly and positive. Avoid distractions, gossip and talking negatively about others.

 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





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















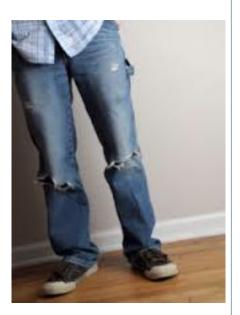




Workplace dress NO!













Practice good hygiene!

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





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!

