和同事不能说的秘密:办公室四大禁忌话题 PDF转换可能丢失图片或格式,建议阅读原文

https://www.100test.com/kao_ti2020/646/2021_2022__E5_92_8C_ E5_90_8C_E4_BA_8B_E4_c96_646800.htm 同事之间关系好是好 事,这样能让你的职场生涯更顺畅、更和谐。但是,同事关 系好就可以无话不谈了吗?记住,同事只是同事而已,同事 不可能成为你的家人、你的死党,如果你不想影响你的职业 生涯的话,有些话题还是不聊为好。 Friendships with your co-workers are inevitable and a great way to connect to your workplace but it 's important to set a few conversation boundaries. Avoid these four topics to maintain a sense of professionalism and keep your office relationships work-appropriate. 同事间交朋友是 不可避免的,这是职场人际的好办法,但是一定要为同事之 间的谈话设个限。为了在职场显得更专业并保持正常的工作 关系,职场人在办公室请不要讨论以下四大话题。1.Dollars and cents: 金钱 It's no secret that salary talk should be avoided, but it 's not just paychecks that ought to remain private. Debt, mortgage, and loans yours or anyone else 's are a personal concern, and if money matters come up, the best thing to do is sidestep the subject and steer the conversation elsewhere. 职场不谈 薪水已经不是什么秘密了,但是除了真金白银的工资外,债 务、贷款、借贷等状况,无论是你自己的还是别人的,也都 应当保护个人隐私而不予以讨论。如果别人讨论了有关钱的 话题,那么你要做的就是回避并转移话题。 2.Office rumors: 办公室谣言 There will always be cubicle gossip, but that doesn 't mean you need to participate. You want to be known for your work,

not your rumor radar. Even if you trust a co-worker and your intentions are good, there 's still a chance that you 'll be misunderstood, overheard, or otherwise caught up in the drama. Use your wit to comment on last night 's TV highlights instead. 办公室 的格子间里总会产生各种流言蜚语,但这不意味着你也要参 与八卦的讨论。你应该以你的工作表现而为人熟知,而不是 你的八卦能力。即使你很信任某位同事,或者你的出发点是 好的,你也可能在八卦的过程中被人曲解,偷听或者卷入是 非之中。不谈办公室谣言,你还可以动动脑筋,聊聊昨晚电 视里的八卦嘛。 3.Job status: 职位 If your boss offers you a raise or a promotion, by all means, celebrate! Call your family, or your friends, but don 't bring it up to a co-worker unless asked directly. Wait until an announcement is made or until your title officially changes. raising the subject yourself might seem boastful or rude. 如 果老板给你升职加薪,你的确应该好好庆祝一番!你可以给 你的家人朋友打电话,但不要和你的同事说,除非有特别要 求。等到有正式的文件下来或者你的头衔变更之后,你才可 以和同事说。提早说的话,会让人觉得你是在沾沾自喜,或 者会让人觉得你很傲慢。 4.Intimate issues: 个人私事 Of course you 'Il mention the happenings in your life to the people around you, but remember to set limits on what you reveal. Even if you feel close to your co-workers, they 're still your co-workers, and some things simply shouldn 't be shared with office-mates. When in doubt, ask yourself if it 's something you 'd want your superiors to know. That will put things in perspective. 在与同事的谈话中,你 不可避免地会谈到生活中发生的事,但是记住要分清楚什么

可以说,什么不可以说。即使你和同事的关系再好,你们也 只是同事关系,有些事情是不能和同事分享的。如果你吃不 准到底什么能说的时候,那就想一下,你希不希望这件事被 你的上级知道。这样你就能正确地看待要讨论的事情了。 The bottom line: 底线 You will and should befriend the people who work alongside you, because getting along with co-workers can make your 9 to 5 pass in a snap. Just remember that those relationships are rooted in the workplace, so how and what you communicate can shape your business reputation. 和每天工作在你 身边的人交朋友,这点没错,因为这样会使你的工作时间过 得更快。但记住,职场中的朋友关系是建立在职场上的,你 的一举一动、一言一行都会影响到你的职业声誉。 热门推荐 :#0000ff>双语职场:为什么你的工作不在状态#0000ff>老板 , 求加薪:六招助你薪水涨涨涨 #0000ff>大学里不教的职场 生存法则(双语) #0000ff>HR不会告诉你的10个秘密 100Test 下 载频道开通,各类考试题目直接下载。详细请访问 www.100test.com