



# INTERNATIONAL JOURNAL OF ADVANCE RESEARCH, IDEAS AND INNOVATIONS IN TECHNOLOGY

ISSN: 2454-132X

Impact factor: 6.078

(Volume 6, Issue 3)

Available online at: [www.ijariit.com](http://www.ijariit.com)

## Overcoming challenges at workplace

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### ABSTRACT

*Workplace challenges are inevitable, they are physical, mental and environmental. Workplace is full of challenges and uncertainties and as an employee one should accept and agree workplace challenges is integral part of employment. This article discusses on few of the challenges that prevail in the workplace and how to overcome it. Workplace issues are a common stress for many. This article discusses on the common challenges that prevails at workplace and the ways to overcome it.*

**Keywords**— Workplace, Challenges, Employment

### 1. INTRODUCTION

*“An Organization is known by the Men / Women it keeps”*

Workplace is always full of challenges and uncertainties. It's never going to be a smooth journey the way we wanted and for sure it's always going to be a difficult road ahead. Challenges at workplace are applicable to all levels of employees working in the organization. As an employee one should accept and agree workplace challenges are an integral part of employment. Workplace is a combination of different types of employees with different types of mentality, attitude, skillset, behavior etc. It's all about encompassing, accepting and understanding each other at workplace. All long-standing workplace interpersonal relationships germinate from the seed of mutual trust and understanding.

It's a fact that challenges are innumerable at workplace certainly few are known and many are unknown unless and otherwise encountered. Emotional intelligence is a quality that will help you to understand, recognize and regulate your own emotions at workplace. When you have high emotional intelligence, you can manage yourself better and also you can understand the emotions of your colleagues in a more empathetic way. This article predominantly focuses on certain challenges that prevail at the workplace and as an employee how one can overcome.

#### 1.1 Acceptance of New Employees

First and foremost is employee acceptance at workplace by the fellow colleagues. As an employee one needs to understand and accept that you will not be accepted by the team immediately however it will not take much of a time to get acquainted. All it requires is a positive attitude and demonstrating friendly and respectful demeanor. This is where the leader pitches and create a team / family atmosphere at workplace.

#### 1.2 Understand Communication and Workplace Etiquette in the Organization / team

Communication is the pivotal role for any relationship at workplace. An employee should be very careful about the do's and don'ts of workplace communication may it be verbal or non-verbal. Workplace is meant for people to work together and engage with each other professionally. Observation, patience and listening to colleagues are some of the traits to gel along with the team. Speaking professionally and maintaining professional etiquette is very important.

#### 1.3 Knowing your Limitations

Your association with your colleagues at workplace starts from the day you join the organization and it's going to continue till you resign or retire. To ensure smooth working relationship during the course of employment you need to know your limitations and try to stay within it.

#### 1.4 Gossiping / Work Place Back Biting

Gossiping / Workplace Back Biting about other employees at workplace are a big problem. There is no gender difference when it comes to backbiting. Gossip is the forerunner of spreading fake news at workplace and also it becomes the beginning of the end

for certain workplace relationships. Gossiping at workplace happens only when there are “Talkers” and “Listeners”. When there are no listeners gossiping will automatically stop. The beginning of an end should start from “YOU”. Say “NO” to backbiting. Be instrumental in making your workplace an amiable environment.

### **1.5 Differences of Opinion**

Differences of opinion at workplace are inevitable. Differences in opinion should not be mistaken for disrespect. Different opinions at workplace are part and parcel of the job. Diversity of opinion at workplace can either lead to either personal or group conflict or can pave way for opportunities for improvement. What matters the most is how you handle difference of opinion. Handling multiplicity of opinion requires utmost maturity, extremely positive attitude and huge amount of courage. At workplace when someone expresses difference of opinion he or she should not be treated differently. Difference of Opinion should be on the subject raised / discussed but not with the individual.

### **1.6 Workplace Issues**

Try to tackle your workplace problems on your own because as an employee one need to understand and accept that workplace problems are inevitable. You have to face your problems. Tackling workplace problems should be done by the employee who is encountering it. You can seek advice from your colleagues / concerned authorities to tackle the problem, but purely dependent on them to overcome your problem is not appropriate. Never expect others to solve your problem and moreover you can solve your problem better than others because you know the problem better. There is a solution beneath every problem, identify the solution and overcome it.

### **1.7 Workplace Pressures**

Workplace is never an easy place. It's very difficult to avoid work place pressures in the modern working environment. In a high pressure situation, you have to stay calm, collected, composed and keep performing the maneuver even when you are in total despair. Stay positive and do everything possible to overcome. Workplace choking will occur to anyone but how well you are prepared matters the most. Identify the triggering factors and confront it. Always have coping strategies in place readily available so that you have a plan in place to overcome any sort of workplace pressure.

### **1.8 Earning Respect at Workplace**

Irrespective of whether being a new employee to the organization or a seasoned employee of the organization everyone deserves respect at workplace. Employees should carry themselves in such a way that they are respected. Respect at workplace is vital and can only be earned by demonstrating acceptable behaviors, attitudes, being professional, being respectful with colleagues strictly adhering to workplace etiquettes.

### **1.9 Workplace Mistakes / failures**

Workplace mistakes should not be seen as failures instead it should be seen as stepping stones for producing monumental results in the near future. Failures have immense capability to decimate individuals emotionally and can be catastrophic if one doesn't know how to handle failures. Challenges give an opportunity to grow and everyone needs to understand that every successful employee or leader has encountered many failures. Setbacks are inevitable and an employee should be smart enough to learn valuable lessons and develop never give up attitude to start again much stronger than before with a better strategy.

### **1.10 Test of Employment**

However good you are at the workplace, at some stage of your career, you will be doubted or tested for some reasons; may it be your integrity, character or something else. One needs to understand that whatever happens to you, you aren't responsible for it and there's no need to get upset. As long as you are confident that you have done enough / utmost justice to your employment, it really doesn't matter what others think about you at workplace. During such times, be an employee of determination. Workplace setbacks are always hard to handle but understand that those roadblocks, obstacles or defeats are temporary and will fade away over a period of time. Setbacks are the true testing times of an employee's inherent qualities. Handle such situations intellectually rather than emotionally.

### **1.11 Managing Stress**

In the recent past, the working environment has changed with intense workload, work pressure and work stress. As a result of stress, at workplace prevalence of these words are most common such as tension, conflict, pressure, anxiety etc. All these are just words unless you start giving importance in providing meaning to it. If you are worrier you succumb to stress, if you are a warrior you triumph. A tough time tells you that you are tougher than tough times.

### **1.12 Look for opportunities - Let know the team your talents**

Never grumble that opportunities are not given. If the talents of the employee need to be noticed at workplace, then it is the responsibilities of employee to declare their talents. Seize any given opportunity to showcase your talents, unless declared none will know what you are good at. Good employees just do what is required with perfection, but great employees look for opportunities to give more to the organization and always run the extra mile and push their limits. Great employees have greatness in themselves. Great employees teach and exhibit excellence to their fellow colleagues and they create more future great employees for the organization they are associated with. They show the real character of an employee. Great employees will be remembered for their greatness at work.

### **1.13 Understanding the reality of hard work**

Don't worry about the outcomes. Keep giving your best at all times. One should remember any hard work that has been put in never goes into vain. You may not be able to enjoy the taste of success immediately at times. But please be sure one day or the

other you will reap for all the hard work you have sown. Stay focused on your goals with the belief on your abilities. You will discover the power of patience. By not succeeding immediately, you are forced to work longer and harder than usual which in turn gives magnificent outcomes and unimaginable success.

#### **1.14 Optimism at workplace**

By being optimistic at work place, it will give you tremendous energy to face any challenges even when you are surrounded with pessimism and cynicism characteristics at workplace. You can be a game changer with your optimism and all that matters the most is to address challenges with utmost confidence, resilience and determination. You should be a source of inspiration.

#### **1.15 Harassment and Discrimination**

Harassment and discrimination are illegal and comes in different forms. You have to handle it. Ask the person to stop and don't put yourself in compromising situations. If you need help or find it unsafe please reach out the concerned authorities.

#### **1.16 Low motivation and job satisfaction**

Generally, employees want to do a good job. Their aim is to become a valued employee of the organization. However, some managers may intentionally fail to notice their effort and contributions, who in turn may feel underappreciated, disengaged and dissatisfied with their job. It is important for employees to keep their superiors updated on their accomplishments.

#### **1.17 Interpersonal conflicts**

We may encounter individuals with whom it's difficult to find common ground. When professional viewpoints don't fit together, productivity and efficiency will suffer. Deal with such individuals by speaking in a neutral, non-accusatory tone. Try complimenting on their hard work and when time is right, calmly settle differences and discuss what may be the best way forward. Remember that everyone has a story to tell; often listening to that person will help.

#### **1.18 Employee recognition**

It is nice to have awards and contests at work, but counts most is the daily thank you. This gives an opportunity for the management to say something positive that can be said about each employee every day. At times you may not be recognized for the work you have done. As an employee one need to understand that everyone is very busy with their own problems. Self-motivation is the only way to keep your spirits high. "No one can motivate you better; except you".

#### **1.19 Become Visible**

The best way to become visible at workplace is to demonstrate the skills. At workplace one must choose to be successful. To become visible, step out of the comfort zone and start doing things that others haven't done before. An employee should be known for making things happen. Whenever a job is done it should be done extremely well. There the employee gets recognition and reputation. Getting noticed at workplace is an art and should never miss the opportunity.

#### **1.20 The Growth Strategy**

Workplace is always full of abundance in opportunities. A shining employee doesn't wait for the opportunities, instead he / she creates opportunities. Astuteness is the key here - be proactive before someone seizes it. Always strive to show your bandwidth of skills. Do an inventory management of your skills, identify the strengths & weakness and start working on it. An employee adopting growth strategy not only gets benefited personally; also benefits the organization as well.

### **2. CONCLUSION**

Workplace place should be a place of celebration. An employee should come happily to workplace and go back home happily. As the saying goes, "to win in the marketplace you must first win in the workplace" so organization should create a conducive workplace atmosphere for their employees. Most of the waking hours are spent at workplace. An employee should understand that challenges will prevail at workplace. Attitude / character of the employee matters the most which decides whether workplace is going to be a paradise or a devil's den.

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