

# HANGOVER

5 Tips

for the

Post Holiday Hangover Season

to

Get Your People Back to Work

It's a brand new year, you're back at the office  
after the holidays and the parties

and you are eager to **Get Back to Work** after  
all the distractions ...

Except . . . there is this picture floating around  
your people's phones . . .



What makes for a sitcom laugh (or even a great night), can make for a devastatingly distracting nightmare at the office ... all from one little text picture of one moment ...

Not funny!



# HANGOVER THE OVER



Since 1998, DB Pargman Consulting LLC has helped companies just like yours prevent and respond to Sexual Harassment and other Diversity Related Complaints with a positive and constructive professional development perspective.

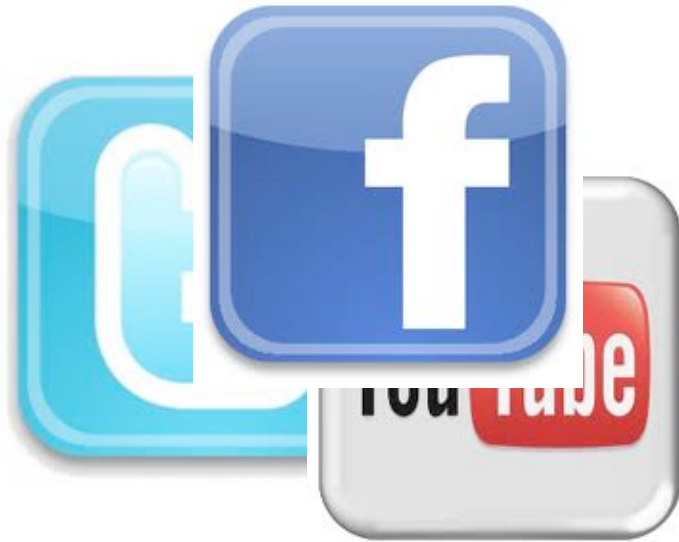
Maybe it was “all in good fun” and maybe you think nobody was really hurt - it was just some people blowing off steam at the end of an intense year ...



... the critical difference is that with today's technology, that moment is preserved ... forever ... and it's making its way around your office - and there is someone in your organization who doesn't think it's funny!







Whether there are pictures floating around people's phones or just some wild stories floating around the water cooler ...



... you know it's significantly better for your company's bottom line to take preventive steps now rather than reacting to a harassment or sensitivity crisis later, so here are ...

**5 Tips**  
for the  
**Post Holiday Hangover Season**  
to  
**Get Your People Back to Work**

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Tip #1

## **Don't Ignore It!**

With today's social media and internet connectivity, that little picture will never go away. Even if people stop talking about it next week, it's not going away.



For example, Facebook recently launched a new feature called Timeline which allows people to string together a history of photos or posts from the beginning of their time on Facebook.



Timeline goes deep into the archive of posts and pictures to bring front and center moments that you thought were long ago buried away.

## Introducing Timeline

Tell your life story with a new kind of profile.



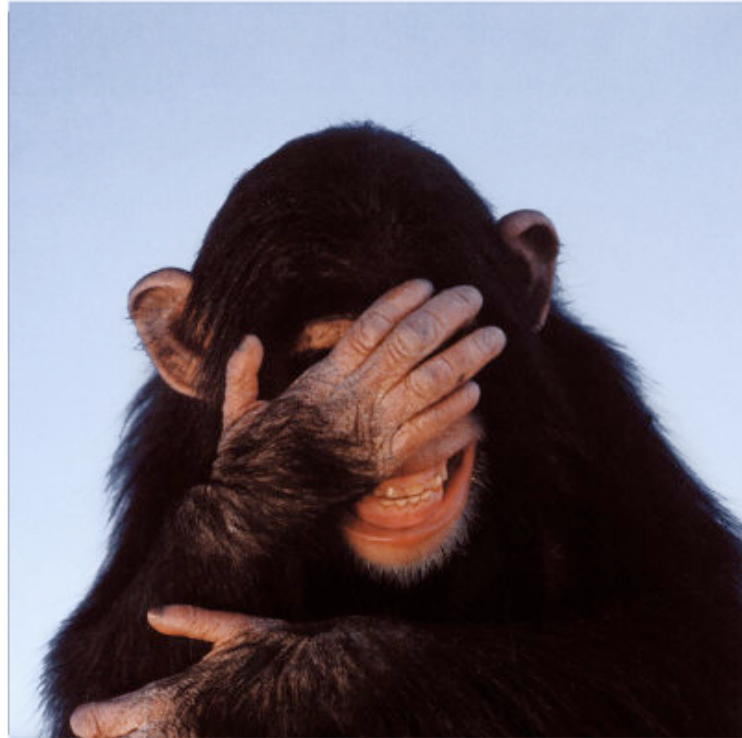
Cover

Stories

Apps

Sign Me Up

An exciting new way to tell your life story and dig up “magic moments from the past” to present front and center in the present.



Unless of course . . .  
what someone else  
chooses to highlight  
front and center about  
their past happens to  
include something  
that you would like to  
forget.



The bottom line ...

Today there is no forgetting.

So don't ignore it.

Deal with it now

because it's not going to go away.



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## Tip #2

### **You are “on notice”**

If you know about, have heard about it, or seen it - you and your company are “on notice” whether a formal complaint has been filed or not.

Therefore, if you are in HR, legal, or in any management role and you are “on notice” you can’t wait for a formal complaint to be filed or for someone to step forward and complain. You must take appropriate “prompt and remedial action”.

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Tip #3

## **Take it Seriously**

If someone come to you with a complaint, even it you think it “is not a big deal” - take the process of receiving the complaint seriously.

- Taking it seriously does not necessarily mean firing someone or going to HR DEFCON 1.
- But it does mean making the appropriate response in the proper time.

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Tip #4

## **Take Remedial Action**

One-on-One Sensitivity Training will afford the subject of a complaint an opportunity to learn from the experience and grow professionally.

and Group Sensitivity & Diversity Training will establish (or reestablish) the expectations your organization has of its people.

both individual and group trainings can be constructive, productive, and positive Professional Development Opportunities and do not have to be viewed as punishment.



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Tip #5

## **Act Quickly**

The standard is “Prompt and Remedial” and the prompt part is not only an important part of the legal defense, but perhaps more importantly, it is important to your people and their performance.

Responding promptly is the key to getting everyone back to work - getting the focus back to your business and its productivity.

You might think that addressing the situation will cause a distraction, and since you are eager for everyone to return to work after the holidays

*“that you will just deal with this later after everyone gets back to work ...”*



That's just the wrong way to view it.

Remember - it's not going to go away.

And the longer it sits unaddressed, the bigger, badder, and uglier it festers.

Remember, considering the tremendous legal costs and destructive losses to productivity of harassment related complaints and lawsuits ...

*“An ounce of prevention  
is worth a TON of cure!”*



Are you sitting there  
thinking - well,  
what's okay and  
what's not okay?

I'm not sure  
whether or not  
what "I know about"  
justifies taking  
action?

Don't guess!



# Quick Review

DB Pargman Consulting LLC offers a free 10 minute post holiday **Hangover Review** so you can know with certainty whether you have something you must address and what your options are.





# Quick Review

- 10 minutes over the phone
- with one of our HR subject matter experts
- FREE
- confidential
- get focus back on work



# Quick Review

- visit [www.DBPtraining.com](http://www.DBPtraining.com)
- request a FREE HR Hangover Review
- or simply pick up the phone and call  
[1-866-387-3367](tel:1-866-387-3367)

