Hot Buttons

Objective

- To reduce the amount of unnecessary conflict in an organization
- To improve interpersonal communication on teams and in the workplace

Time Limit – 10 - 15 minutes

Process

1. This is a simple but powerful exercise for improving open and honest communication, building trust, and reducing destructive conflict. Everyone has pet peeves or “hot buttons.” Hot buttons are those things that other people do that get others upset and often block effective communication and teamwork. Unfortunately, people usually don’t talk about them, so the purpose of the activity is for you to share your hot buttons (as many as we can, with those who are willing).

2. Please take a couple of minutes to come up with at least two hot buttons each, which are relevant to your participation in the workplace. Such as “don’t walk into my office and ask me a question when I’m either on the phone or talking to someone in my office: or “make sure you include me in discussions that affect my work area”, or “don’t answer your cell phone when I am talking with you”.

3. We will take a few minutes to share/discuss “hot buttons”.