

Engage Asia with Paul Keijzer



15 Type of Jerks in the Office

...and how to handle them



#1 I'm Always Right

Characteristics

Arrogant, Aggressive, Egotistic,
“My way or the high way” Attitude

Handle Them By:

Being very clear about your facts
(write them down if you have to).
Keeping your distance if they don't agree.
Hoping they learn from their failures.



#2 Sexist

Characteristics

Aggressive, Discriminatory, Harasses People



Handle Them By:

Politely, but firmly tell them that their behavior is offensive.

Not Being afraid to go to HR or your boss if it gets to be too much.

Having a zero tolerance attitude.



#3 Complaining

Characteristics

Pessimistic, Finds Faults, Points Fingers

Handle Them By:

Staying emotionally detached to avoid their negativity.

Always having a positive come back to their negative attitudes.

Not letting them point fingers to your team members.

Figuring out the cause of their problems to prove them wrong.



#4 Tattle Tale

Characteristics

Untrustworthy, Flaky, Sneaky, Overly Friendly

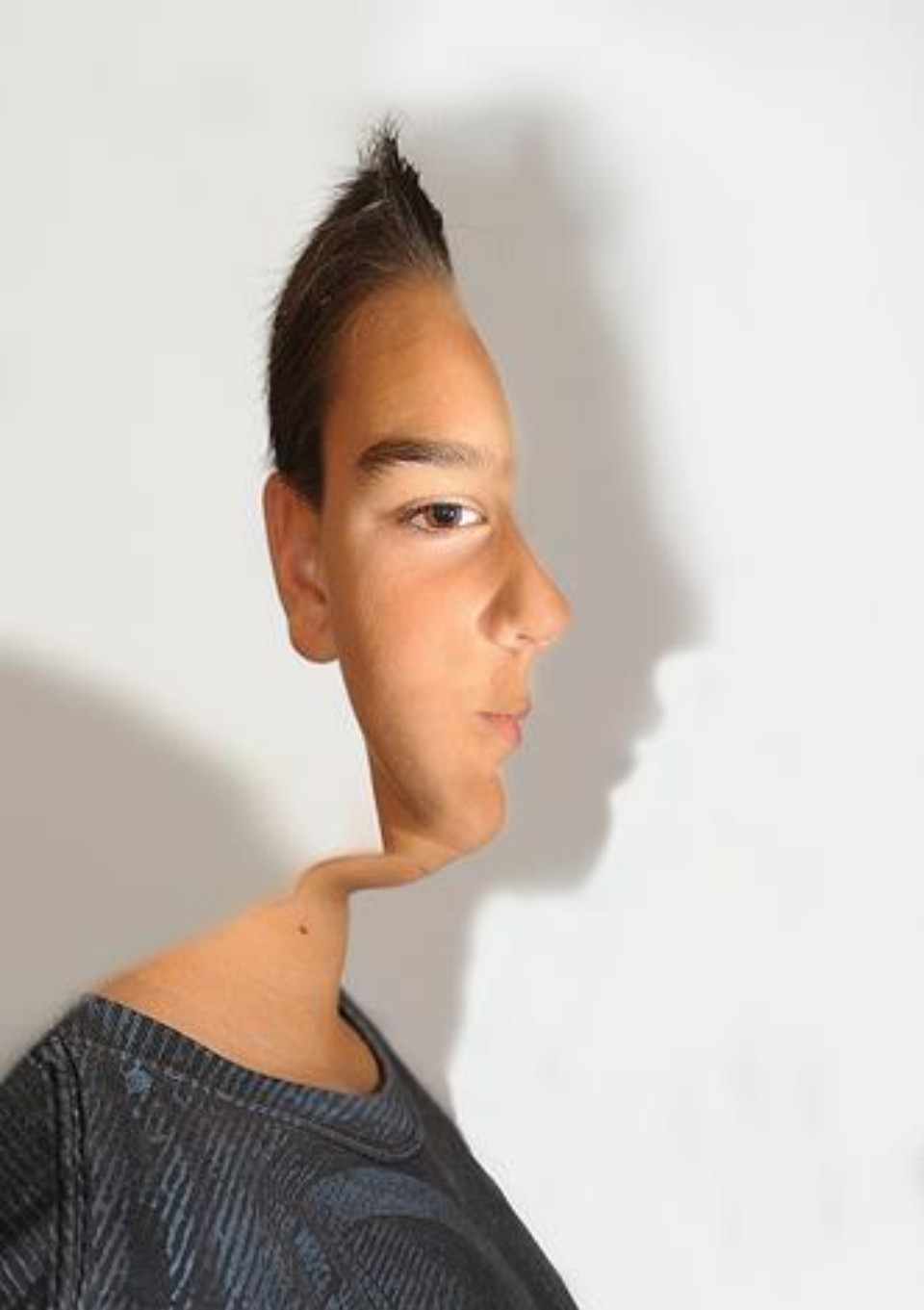


Handle Them By:

Not providing any ammunition to use against you.

Always having only professional conversations with them.

Winning them over by complimenting their successes.



#5 Two-Faced

Characteristics

Fake, Hypocritical, Discredits Others,
Jealous



Handle Them By:

Keeping written records of things you've
done together.

Verifying what they say about other
people.

Always double checking your facts.



#6 Political

Characteristics

Manipulative, Conniving, Understands Power Plays

Handle Them By:

Listening more than talking.

Avoiding saying things that can be taken out of context.

Understanding how this person could use information to influence situations

Knowing who this person connects too and building you own relationships with them.



#7 Kiss A**

Characteristics

Gives Unending Praise, Driven by an Agenda, Doubtful of their Own Competence



Handle Them By:

Never giving into fake compliments.

Always remembering that there's a hidden motive.

Understanding what makes them insecure and providing support, if possible.

Helping steer them away from hidden motives and instead focusing on team agenda.



#8 Self-Centered

Characteristics

Defensive, Egotistic, No Empathy, Selfish



Handle Them By:

Setting clear boundaries.

Remembering that you need to be selfish sometimes.

Not getting caught up in their all-knowing attitude.



#9 Look Busy, Do Nothing

Characteristics

Lazy, Doesn't Deliver Results, Wastes Time and Resources



Handle Them By:

Not letting their laziness effect you.

Telling them what they're doing and how it's negatively effecting team performance.

Factoring their low delivery rate into project timelines to give realistic expectations.



#10 Fanatic

Characteristics

Judgmental, Overly Shares, Forces Ideas On to Others



Handle Them By:

Killing them with kindness.

Letting them know they're not acting in a way that's good for the team.

Showing them through example that agreeing and disagreeing is good for the team.



#11 Perfectionist

Characteristics

Late in Delivering, Nitpicks, Never Satisfied with Deliverables

Handle Them By:

Not taking their criticism personally.
Placing them in a position where their perfectionism will benefit the team.

Image Credit: [shonaliburke](#) via [Compfight](#)



#12 Credit Stealing

Characteristics

Braggs, Lies, Takes Advantage of Others



Handle Them By:

Standing up for yourself and taking credit where it's due.

Not letting them steal your light.

Never feeling bad for taking pride in your work, publicly.

Not hesitating to jokingly make fun of this jerk when they steal credit.



#13 Feels Sorry for Themselves

Characteristics

Self-Depreciating, Insecure, Lacks Confidence

Handle Them By:

Putting a bubble of positive energy around this person, while not letting yourself get drained.

Keeping yourself emotionally detached and believing the glass is half full.

Engaging this person in work to keep them preoccupied.



#124 Overachieving

Characteristics

Does More Than Their Share, Makes Others Look Bad, Always Looks Busy

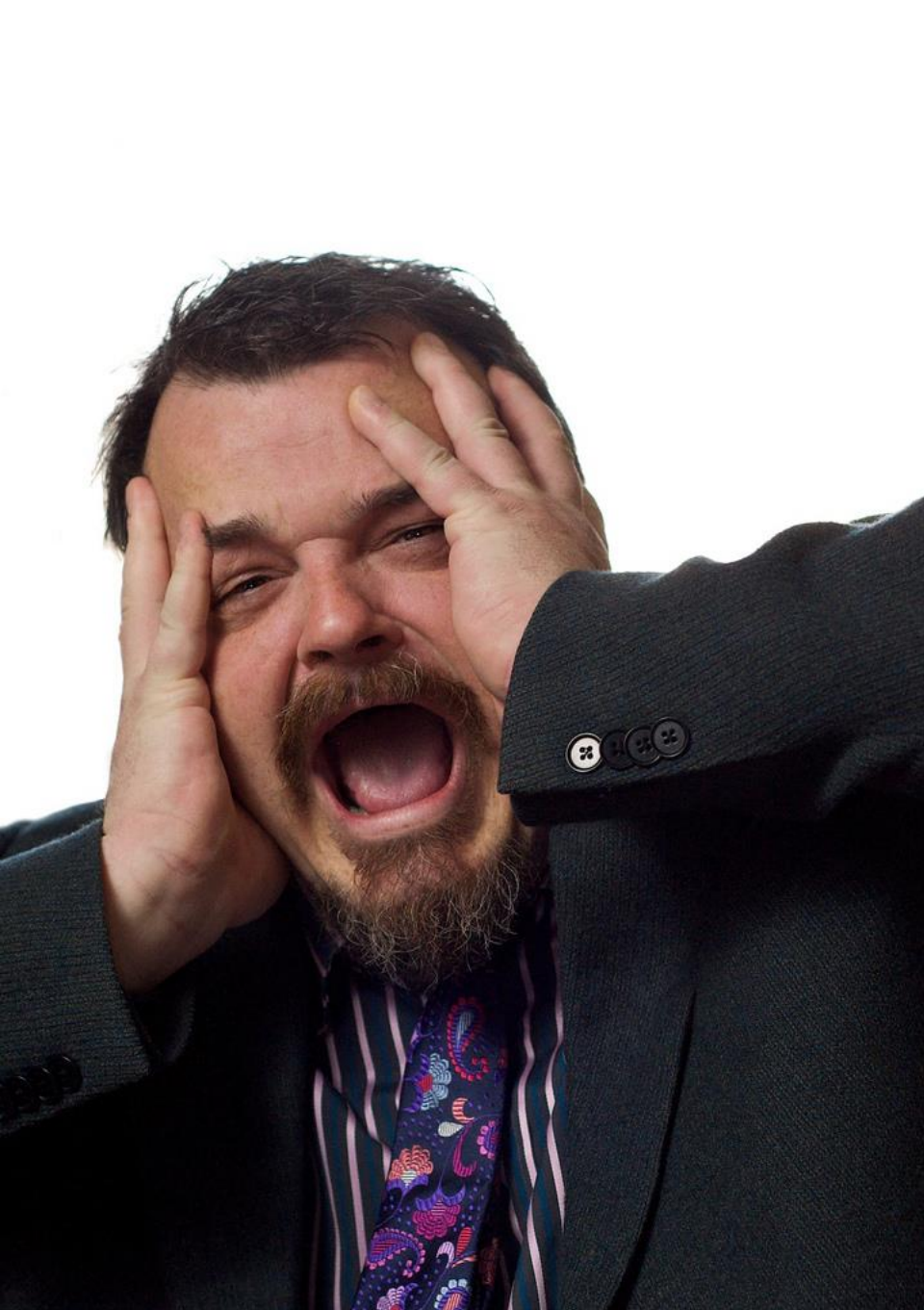


Handle Them By:

Throwing challenges at them so they don't take away from others.

Making sure the rest of the team realizes they don't have to keep pace with them.

Remembering everyone has different personal priorities.



#15 Victim

Characteristics

Blames Others, Low Attitude, Constantly Complains

Handle Them By:

Keeping your emotional distance and not getting caught up in their negative energy.

Talk to them positively, when they're willing to listen.

Making sure no one gets a free ride.



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