

Developing and Maintaining Good Working Relationships

To Form New Relationships:

- Introduce yourself, so you know the person's name.
- Say hello and be friendly
- Get to know the person before you ask personal questions or tell personal things about yourself
- Respect people's personal space

To Improve Relationships With Co-Workers or Team Members:

- Make every effort to get to know your co-workers and the individuals they are
- Spend time talking during breaks and after work.
- Understand the importance of people having friends outside of work
- Never hang around when you are off and that person is still working
- Be proactive in your communication
- Follow through on what you promise
- Make every effort to resolve conflicts quickly and completely
- When people share information in confidence, keep it confidential! Be loyal to your team or work group

To Improve Your Relationship with Your Supervisor:

- Keep your Word
- Be Flexible
- Take Initiative
- Stay Focused on Your Work
- Communicate Effectively and Regularly
- Take Responsibility for Mistakes
- Learn to Work Independently
- Demonstrate Appropriate Behaviors
- Show Respect
- Do Your Best
- Maintain Professional Boundaries
- Be Positive
- Say Thanks for Recognition