



# Employee Assistance Program

## Building Positive Relationships at Work

Not only are positive relationships at work essential for career success, they also enhance the meaningfulness of our work, our sense of connection, and quality of life.

To create positive relationships at work, target the following:

- **Develop Your People Skills.** Look at how you communicate. Do you take turns in conversations? Are you flexible? Are you friendly, pleasant to be around, and collaborative? Do you say thank you; make eye contact? These gestures go a long way in showing you value others.
- **Project Positive Energy.** If you find yourself grumbling and complaining a lot, others could find you difficult to be around. People tend to bond over a sense of “being in the trenches together”, but if you dwell on the negative you will close yourself off from others.
- **Demonstrate Etiquette.** Watch your boundaries at work. Respect the hierarchy even if you think you and your superiors are friends and always act with professionalism. People are constantly watching and assessing others’ character.
- **Be a Team Player.** Step up and help out when you can. Make an effort to do something nice for someone, compliment them when they do a good job, and offer to help co-workers when you see they are struggling. This helps build community and connection.
- **Be Trustworthy.** You establish trust by being consistent, following through, coming through in a pinch, and being reliable. Also by admitting to mistakes when you’ve goofed up. Avoid gossiping in the workplace too; this always backfires even if it seems harmless in the moment.
- **Practice Mindfulness.** Try your best to remain cool in heated situations. There will be times when you have to handle a dissatisfied customer, upset co-worker, or supervisor. Focus on maintaining your composure by pausing and reflecting before responding. The situation will pass; you don’t want to get a reputation for being “hot under the collar.” Showing that you can be calm under pressure is going to go far in fostering your relationships with others.

Are you struggling with your relationships in the workplace or in your personal life? Consider contacting KEPRO, your Employee Assistance Program for free, confidential assistance.

Are you a manager trying to foster better relationships between team members? KEPRO can help.

For more information on this topic or further assistance, please contact your Employee Assistance Program.



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