Tips for Building Positive Workplace Relationships

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| Always be positive about your work. |
| Remember that no one is always perfect, there is always room for improvement. However, this does not mean that you can concentrate on negative things – always be positive. |
| It is always useful to be friendly and cooperative as much as possible. This will make people see you in a better light over time. |
| When you are discussing things with those around you, always give people all your attention, as this is a sign that you respect everything that they have to say. People will see you in a positive light if you are able to do this. |
| When you are discussing things with other people, always be sure to take the time to tell them that you understand what they are trying to say. A good way of doing this is repeating things back to them so that they can hear what you think they said. |
| Give feedback in private where possible and make sure that it is useful rather than just ‘bagging’ them. |
| Take the time to praise people when they do well. |
| Take the time to plan out anything you want to do, rather than just going ahead with it. |
| Show consideration for other people's opinions. |
| Let people know when you are happy with something that you have done, but do not go overboard and brag too much. |

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| People always appreciate those who are willing to pitch in and help with situations that may arise in a workplace. |
| Always look on the bright side of everything you do. |
| Make sure that you understand the image that you are putting forward through your non-verbal communication. Tone of voice, body language and the like all play a significant role in the way that people perceive you. |
| When you need help, always ask for it. If you never ask for help, you are likely to end up not achieving your role. |
| When you come into a meeting, never become too confrontational – avoid shooting down ideas without taking the time to discuss the way that you feel about the idea and getting input from other members of the team. |
| Remember that everyone is different. |
| Keep things professional – avoid discussing too many personal things while you are undertaking your major work tasks. |
| Always be calm and friendly in the workplace – especially when you are attempting to communicate difficult messages. |
| Keep your communication very straight forward – never be too ambiguous. |