

10 Steps To Positive Work Relationships, Part 1 – November 14, 2013

November 15, 2013

Promotional Consultant Today continues the week with our focus on work relationships. Building positive workplace relationships is vital for career success. Relationships can positively or negatively affect your satisfaction with the job, your ability to advance and to gain recognition for your achievements. When you build positive relationships, you feel more comfortable with your interactions and less intimidated by others. You feel a closer bond to the people with whom you spend the majority of your time working. Today and tomorrow, we are sharing these tips that will help you lay the foundation for positive work relationships. The good news is they are easy to implement—so start today.

1. Share more of yourself at meetings. One of the best ways to build relationships is to let others know who you are. This can come by sharing your expertise, knowledge and personality at meetings. Other people will either get to know you, like you or want to hear more from you. They will find you more approachable and thus the chance of building relationships begins to occur. If you are fearful to share at meetings, think ahead of time what you want to say so that you are more prepared.

2. Speak positively about the people you work with, especially to your boss. Get in the habit of speaking positively to others and providing quality feedback about the people you work with; don't fall into the trap of bonding over misery. Many times the information that gets shared (whether positive or negative) comes back to the person who is being discussed. People will enjoy hearing that you have said supportive things about them and will know that you are on their side. That will build trust.

3. Be supportive of other people's work. Ask how you can get involved. This will form a closer connection because you are working directly with them to help them meet their goals. They will appreciate your support and get to know you better, which is vital to creating a more connected working relationship.

4. Ask others to become involved in your projects or activities. Don't be afraid to ask others for help and bring them onto your projects. The more they can participate in the activities you are working on, the better you get to know each other. You'll enjoy working with others in getting more things done.

5. Write thank-you notes. Write notes of appreciation to the people who are doing exemplary work, making positive contributions and going above the call of duty. These notes can be handwritten, sent via email or left on voicemail. Send them to people above you, below you or at the peer level. Colleagues like to be appreciated and will feel closer to you by having been noticed and thanked for their contributions.

10 Steps To Positive Work Relationships, Part 2 – November 15, 2013

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Promotional Consultant Today wraps up our series on work relationships. For a lot of people, relationship building isn't natural or easy to do. Most refuse to admit this is a concern because it is such a basic, common sense concept. They assume they already know how to do it. Don't fall into that trap. Everyone—even those with the most outgoing and engaging personalities—can improve their skills in this critical area.

Today, we share five more tips. Apply these tips to interactions with your boss, team members, project managers, senior management, vendors, clients, direct reports and administrators.

1. Initiate conversations by asking questions. When we first meet someone it can be a bit intimidating. We often don't know what to say or how to say it. Asking questions is a great way for you to listen and let the other person share. They will feel closer to you when they have shared about themselves and you demonstrate you're interested in what they have to say. Then share something about yourself so the relationship becomes a two-way interaction that can help establish a bond.

2. Initiate repeated interactions and communications. An important part to building relationships is to continue interacting with the person you have gotten to know. As you get to know each other better, personally and professionally, you establish a closer connection that can greatly impact your satisfaction.

3. Participate in activities with others that don't involve work. As you get to know someone, you might find similar interests that may warrant an outside the work activity. This can greatly impact relationships because you are beginning the process toward friendship. Go out to lunch together during the work day or do things in the evenings or weekends.

4. Share information. The information you share can be directly related to their work or it can be about a subject you know they will enjoy reading. You are thinking of them and helping them with the right information or content.

5. Introduce yourself at social work events. Social events like lunches/dinners with colleagues, retreats, conferences and holiday parties are good places to interact in an informal setting. If you can reach out and introduce yourself to some of the people whom you work with or whom you want to know better, you'll find they are more inclined to let down their guard.

Building positive relationships often provides increased resources to help you get your job done and to be more efficient. You'll enjoy greater satisfaction at work ... and so will those around you.

Source: Joel Garfinkle is recognized as one of the top 50 coaches in the U.S., and the author of seven books, including Getting Ahead: Three Steps to Take Your Career to the Next Level. He has worked with many of the world's leading companies, including Google, Deloitte, Amazon, Ritz-Carlton, Gap, Cisco, Oracle and many more.