Positive Workplace Relationships
Having healthy relationships with your co-workers can increase productivity, enhance teamwork, and improve morale.

The following are suggestions to promote positive relationships in the workplace, and make your job more enjoyable and productive:

• Practice open communication (give clear messages and actively listen)
• Focus on the positive (successes, ways of making things better)
• Respect differences in attitude, judgment, and ability
• Show gratitude (say thank you)
• Maintain healthy boundaries (respect your co-worker’s time and workspace)
• Avoid office gossip
• Be aware of how your behavior affects others
• Take responsibility for your actions and apologize when necessary

For additional information about positive workplace relationships, as well as other issues, contact your agency’s EAP coordinator found at coordinator listing or call 1-800-822-0244.