BUILDING POSITIVE RELATIONSHIP IN THE WORKPLACE

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To achieve greater success in work, one must learn to get along well with others. The following characteristics are important ones to develop:

1. **PATIENCE.** Nobody is perfect. Being patient with another person’s habits and faults will minimize conflicts and the disagreement they can cause.

2. **UNDERSTANDING.** Try to see things through the other person’s eyes. It is easy to get caught up in your own view of things and forget there is another perspective.

3. **TRUST AND HONESTY.** Trust grows as a relationship grows. Naturally you do not trust everyone in the same way or to the same extent, but trust is an important part of every relationship. Honesty is related to trust. If you want others to trust you, you must be honest with them.

4. **RESPECT.** You can show respect by being polite and considerate to others. Respect is something all people need. Try to respect other’s people’s opinions. They may be different from yours, but they are just as important to others.

5. **WILLINGNESS TO COMPROMISE.** When two people compromise, each lives up a little of what he or she wants in order to come to an agreement.

6. **WILLINGNESS TO COMMUNICATE.** Communication lets other person knows what you need and want as well as what you feel. It can clear the air and prevent future problems.
7. **A SENSE OF HUMOR.** A sense of humor, especially about yourself, can get people to laugh and often can lighten an embarrassing or tense situation.

8. **ACCEPTANCE.** People who get along well with others accept others as they are, with their differences and their faults.

References:

https://www.mindtools.com/pages/article/good-relationships.htm