ESTABLISHING GOOD RELATIONSHIPS WITH CO-WORKERS IN AN ORGANIZATION

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The importance of man’s interaction with other human beings is the message of the poem of John Donne, an English writer in the 17th century; when he says that no one is sufficient; everyone relies on others, This situation is true in an organization. Every now and then, an employee needs to check him or herself how he/she gets along with others in the office. There are some reminders or guidelines for workers or employees which will help them to establish good working relationships with co-employees. First of all, you must have a ready smile for everyone in the office, whether an employee is a neophyte or a senior in the office. Whenever you talk to them on an inquiry or information about a topic, be sure that you engage in the discussion in a professional and respectful manner. Many times employees need to interact with each other. Make it certain that you engage with them in a positive way.

In the office, every one needs to help in uplifting the morale of co-employee, at the same time. Make them see and feel that you have different approaches in boosting the mood of co-workers. Another big factor in establishing good relationship with others is the use of effective communication. An employee must not forget that when we communicate we convey ideas, opinions and other information. One must be clear in doing so. He/she must adhere to the fact that if the message is clearly sent, then there will be an effective communication. One important factor in an office is respecting other peoples’ time. Bear in mind that their time is important, in the same way that your time is also significant. Do not disturb your office mates especially on his/her busy times. One more important thing is have time to help yourself on basic matters to avoid disturbing
others. If ever you are promoted to top level position be sure that office workers who are beginners or senior employees are welcome to approach regarding office matters.

And finally, stay on the level, which means to say that even you are now on a top level position, be sure to be a low-profile employee. Make it a point to treat everyone in the same way that your bosses treated you when you were still a beginning employee of your organization. Stay humble but decisive, honest, and not arrogant.

References:

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