

**NOT
SURE?**

electrogroup Q&A

Workplace Relationships

Work is an essential part of our lives. We spend roughly 1/3 of our life in the workplace environment, so it is very important to try our best to create positive and meaningful relationships. As an Apprentice you may need more guidance, because positive relationships take time and patience to grow, and this is more than likely to be your very first work experience.

Tips for healthy work relationships

- ✓ **Be honest**
- ✓ **Be flexible**
- ✓ **Be reliable**
- ✓ **Initiate difficult conversations**
- ✓ **Respect your peer workers, and everyone else**
- ✓ **If you made a mistake, admit it**
- ✓ **Ask questions and show willingness to learn**
- ✓ **Be humble**
- ✓ **Communicate your needs in an efficient way**



Can you think of anything else?

...and what if the work relationship isn't positive?

During your working life, many things may happen, however, there may be that colleague whom is not very nice, and that you don't 'click' with. So, what do you do?

- ✘ Do not wait until the issue gets out of proportion (realizing that you don't get along with that coworker does not mean that you can't learn how to work with them)
- ✘ Separate the behavior from the person.
- ✘ If the workmate that you have an issue with is your supervisor, remember to show respect, and a good attitude. If there is serious friction, remove yourself from the situation.
- ✘ If you feel that you have been bullied, then call the wellness advisor to discuss



Ask for help if you need to. You will feel much better afterwards. Do not leave it till it's too late! Call your Field Officer or the Welfare Adviser

The **Do's** & **Don'ts** of workplace relationships

Try to make friends

Be courteous - even in difficult circumstances

Be helpful & approachable

Be on time & willing to learn

Try to be motivated

Don't speak badly of your supervisor

Don't be hostile in solving issues

Don't skip work because you have issues with coworkers

Don't gossip

Need Assistance?

Your Field Officer

Employee Assistance Program

More Resources

[Building positive relationships at work](#)

[Tips for achieving good workplace relationships](#)