



Principles of Positive Co-Worker Relationships

Respect People's Differences

Each of us may approach life and work differently. While it may be a challenge for some of us to work with people who don't think the way we do, everyone deserves to have his or her feelings and values respected.

Think Positive!

It's easier to talk and get along with people who are positive thinkers and not always talking negatively.

Acknowledge Your Co-Workers

Talk to each other on a casual basis. Say "Good Morning!" with a smile. You don't need to have regular conversations with every co-worker, but acknowledge their presence and be positive when talking to them. Sometimes a co-worker can be having a terrible day, and just one positive comment or compliment can make a dreadful day bearable.

LISTEN

Listen to your co-workers when they talk to you. You'll never earn respect or understand others until you give them your full attention.

Appreciate Others

No one person can or should do everything in a workplace. Just as you want support and appreciation for the job you do each day, show the same consideration for your co-workers.

Pitch In and Help Out

Don't let people down when you offer to do something extra or volunteer for a project. Be careful, however, that you don't come across as someone who wants to do it all or someone who only knows the right way a project should be done.

Live Up to Your End of the Job

Your employers have certain expectations of you and so do your co-workers. Always do your job to the best of your abilities. Don't look for the easy way out or ask a co-worker to do a part of your job. Be a problem solver and remember to seek improvement in all you do.



Respect People's Time & Priorities

We are all working under pressure and deadlines. Respect your co-workers' need for concentration. If you need to interrupt them, ask first "Is a good time?". If your request is urgent, apologize for the interruption and keep your request brief. Remember that each of us has a different style of working, so respect your co-workers' style of time management and prioritizing their workload.

Be Willing to Admit Your Mistakes and Apologize Gracefully

Co-workers understand that mistakes happen, and that we don't intentionally make them. Admit when you're wrong or have made a mistake and get on with your job.

Invest in Other Parts of Your Life

Make sure that you are taking care of you and that your non-work life is enriching. Indulge in hobbies, sports, exercise, reading, travel, or socializing. Try not to take your work problems home. Change out of your work clothes and your work mindset. Do something entirely different when you get home. Focus on your family, your hobbies, and yourself. This will refresh you, helping you give your all during the next workday.

Understand That Life on the Job Won't Always Be Perfect

You will have co-workers, bosses, and employers that you don't always like or agree with. If you find that you absolutely can't work with certain people, then it's time to look for another job. By practicing the principles outlined here, you can learn to work successfully with difficult people and flourish professionally in the process.

The above principles are based on the book *"Positive Co-worker Relationships in Health Care"*

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