

# *10 tips for better relationships in the workplace*

**01**

Be positive. Keep up the good spirit, look for solutions, not problems, do not increase drama if problems appear.

**02**

Praise and give compliments for work well done. We all like being praised, and we feel it when it is given honestly and rightfully.

**03**

Communicate assertively. Talk honest and respectful in every situation regardless of how difficult or tensed it might be.

**04**

Show co-workers your appreciation. Ask for their opinion and follow their advice.

**05**

Express your gratitude. Whenever you get the chance, say thank you. Be honest while doing it. People can sense sincere honesty.

**06**

Admit your mistakes and fix them. Taking responsibility for your actions is a sign of maturity; it increases your credibility and gains you respect.

**07**

Offer support to your co-workers. Good relationships are formed in critical situations when help is most needed.

**08**

Forgive mistakes and help people grow and learn from them, Don't take responsibility for fixing other people's mistakes; teach them how they can do it themselves.

**09**

Show compassion to people. That means you feel with, not for them, nor do you feel sorry for them. Empower them, don't make helpless victims out of them.

**10**

Respect your co-workers. Each person has a talent for something. Accept people for who they are and let them be responsible for themselves, that is the highest respect you can show to a person.