

# Relationships

Relationships Realities, Module 4



# AGENDA



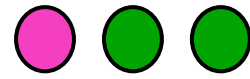
1. Brainstorm: What do you think are the most important elements of a good work relationship?



2. Activity: Working in pairs or small groups, look at the example personal and work items shared, decide which ones you feel comfortable sharing or not, discuss with your partner, be ready to discuss with the class.



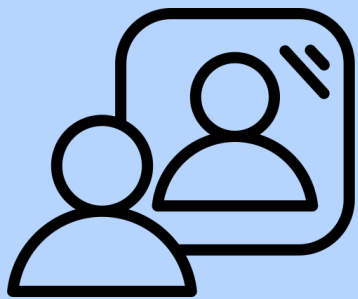
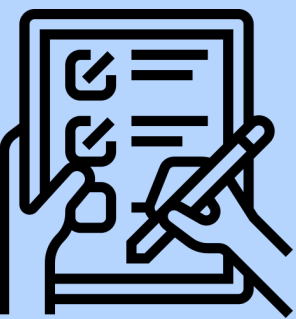
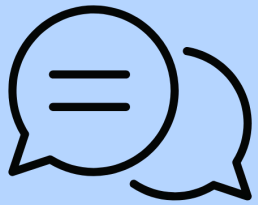
3. Reflect: When deciding on what personal items to share, what do I need to be concerned about? How does what I share at work reflect on my work colleagues' impressions of me?



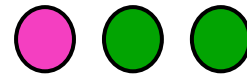
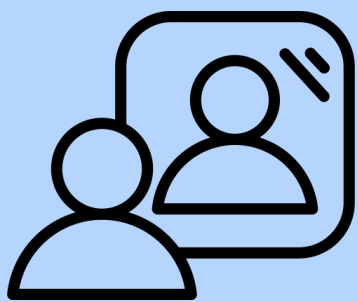
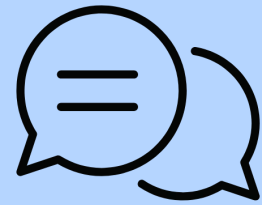
# BRAINSTORM



What do you think are the most important elements of a good work relationship?







# DISCUSS



- Trust and Honesty- If your boss or co-workers don't feel they can trust you to be on time, do the tasks you have been assigned and in general follow the company expectations, you most likely won't be working there very long.
- Respect - Each person has a role to play at work. Each has responsibilities. Has anyone heard the phrase, "there is no 'I' in team?" At work, often one person's tasks are contingent upon another person's responsibilities. Respect also makes room for valuing each other's input, encouraging a collaborative atmosphere.
- Being Self-aware - Taking responsibility for what you say and do and the attitude that you bring to the workplace. Nobody likes a mopey grumbler.
- Communication - Letting others know what and where you are at with assigned tasks, in all forms of communication like texting, email, social media methods of communication, phone calls, video calls etc. Remember! Not everyone communicates the same way and to ensure a good working relationship, you have to meet people where they're at. If your boss likes to send long emails, that means you've got to check your email and respond in a timely manner in the same method.



# DIVE IN



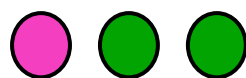
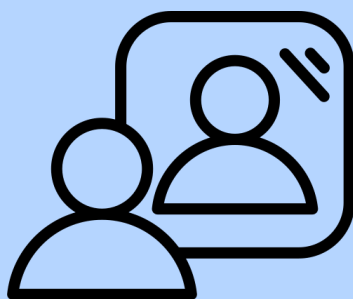
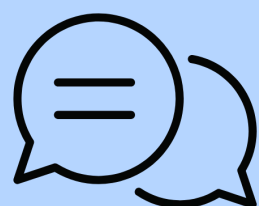
Social interactions are usually sharing of personal information.

Task related interactions are usually around issues pertaining to the workplace.



## Pro Tip

It is a difficult line to walk - how much to share personally without oversharing and how much to focus on the task at hand? In general, you want to share enough about yourself so that your colleagues get a sense of who you are and what's important to you AND ensure that you are getting your job done efficiently and pleasantly.



# ACTIVITY



Working in pairs or small groups, look at the example personal and work items shared, decide which ones you feel comfortable sharing or not, discuss with your partner, be ready to discuss with the class.



Worksheet

Name: \_\_\_\_\_

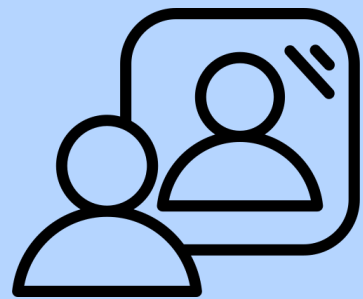
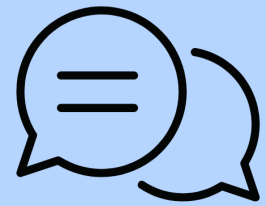
Date: \_\_\_\_\_

Relationships

Personal

Professional

My sister is getting married and I'm in the wedding party.	I got fired from my last job for being late so many times.
I went to a party on Saturday night that got raided by the police.	
I'm a real movie buff and love science fiction movies.	
I broke up with my girlfriend by sending her a text.	
I've got 5 brothers and 1 sister.	



# REFLECT



When deciding on what personal items to share, what do I need to be concerned about? How does what I share at work reflect on my work colleagues' impressions of me?





# Home Connection



## Home Connection

### Relationships

Dear \_\_\_\_\_,

I'm excited to share that your student has been learning about essential workplace skills in class. We discussed the importance of trust and honesty as the foundation of any relationship, especially in the workplace. Students learned that being reliable and meeting company expectations are crucial for maintaining employment.

Respect in the workplace was another key topic. We talked about how each person's role is important and how respect for others' responsibilities encourages a collaborative atmosphere. We also emphasized self-awareness, taking responsibility for one's actions and attitudes, and the importance of effective communication. Understanding different communication styles and meeting people where they are is vital for successful work relationships.

Please discuss this question with your student: Can you share an example of how you demonstrated trust, respect, or good communication skills in a group setting or at a job? How did it help you and the group achieve your goals? This will help reinforce their understanding of these important workplace skills.

Please do not hesitate to reach out with any questions or concerns.

Best,

\_\_\_\_\_

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## Professional Development



Take 5 minutes to consider the information that you share with your colleagues. How might this information impact their impressions of me and my abilities?





# Further Study

American Management Association : 13 Workplace Relationship Tips

<https://www.amanet.org/articles/13-workplace-relationship-tips/>

First Work: Aspire

<https://youthaspire.org/2021/04/navigating-relationships-at-work-building-healthy-relationships-and-being-a-supportive-co-worker/>

Dale Carnegie - 8 Tips to improve Work Relationships

<https://ocdalecarnegie.com/8-tips-to-improve-work-relationships/>

Mind Tools - Building Good Work Relationships

<https://www.mindtools.com/aorge4z/building-good-work-relationships>







**Lesson Complete!**

