



BUILDING POSITIVE RELATIONSHIPS WITH TEAM MEMBERS



OKLAHOMA
CareerTech

20 STRATEGIES ANYONE CAN USE

Building positive relationships with team members boosts morale and increases productivity. You can foster a collaborative workplace by showing genuine interest in your colleagues, practicing active listening, volunteering support, and maintaining professional boundaries to build trust and prevent burnout.

Communication & Collaboration

1. **Actively listen:** Focus completely on what your colleagues are saying without planning your response while they speak.
2. **Clarify expectations:** Ensure everyone understands the desired outcomes, deadlines, and parameters.
3. **Be reliable:** Do what you say you will do, when you say you will do it.
4. **Give specific praise:** Recognize your teammates' contributions and say "thank you" for their work.
5. **Ask for help:** Seeking advice shows that you value your coworkers' expertise and like working with them.

Professionalism & Respect

6. **Treat everyone with respect:** Extend courtesy to everyone, regardless of their position.
7. **Avoid gossiping:** Steer clear of "break room" complaints or back-channeling about team members.
8. **Drop the ego:** Accept that your perspective is only one of many.
9. **Hit pause:** Take a moment to respond instead of reacting immediately to stressful or emotional situations.
10. **Assume good intentions:** Give colleagues the benefit of the doubt when disagreements arise.

Building Rapport

11. **Find common ground:** Discover shared interests, hobbies, or experiences outside of daily tasks.
12. **Learn about the team:** Take the time to understand the communication and collaboration preferences of team members.
13. **Welcome new hires:** Help onboard new hires by introducing yourself and showing them the ropes.
14. **Join meetings early:** Arrive early to meetings to participate in casual conversations.
15. **Participate in team building:** Engage in virtual or in-person bonding activities that the team enjoys.

Problem Solving & Support

16. **Notice when others struggle:** Pay attention to team members and offer help if they appear to be overwhelmed.
17. **Work from facts:** Address conflicts logically by looking at observable behaviors and data, not personal traits and assumptions.
18. **Resolve issues directly:** Handle disagreements with kindness and empathy rather than ignoring them.
19. **Be open to feedback:** Welcome constructive criticism to continuously improve your working dynamic.
20. **Prioritize your own tasks:** Be a dependable team member who does an equal portion of the work.

