

Stop & Think

HOW CAN I BUILD A GOOD RELATIONSHIP WITH MY SUPERVISOR?

- Be reliable
- Show you are willing to assume responsibilities
- Be loyal to your company
- Do not let personal problems affect your work

HOW CAN I BUILD GOOD RELATIONSHIPS WITH MY CO-WORKERS?

- Treat others with respect
- Treat co-workers' property with respect
- Use good manners, not bad language
- Avoid unnecessary conversations at work