How to have good Relationships at work.

Activity One – Discussion Questions

1. How many close friends do you have at work?
2. How many people you work with have been to your house?
3. How many people you work with have met members of your family?
4. When it is your birthday do people at work remember?
5. Do you **look forward** to getting to work?
6. Do you enjoy the atmosphere at work?
7. Do you find that your colleagues **support** you when you have difficulties at work?
8. Do you feel that a lot of people talk about each other at work?

Activity Two – The conditional in English.

Conditional sentences - type I

Conditional sentences (if-clauses, main clauses)

It is possible to fulfil a condition, which is given in the if-clause.

If clause	Main clause
	will-future
	or
Simple Present	infinitive
	or
	Modal + infinitive



Examples

If I am nice to people, I will have friends.
If you see John tonight, tell him to e-mail me.
If Ben gets up early, he can catch the bus.

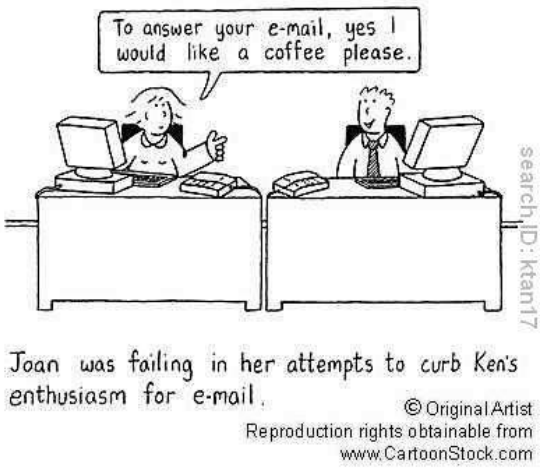
The if-clause can be at the beginning or at the end of the sentence.

If I am nice to people, I will have friends.
I have friends if I am nice to people.

Conditional sentences - type II

It is **theoretically possible** to fulfil a condition, which is given in the if-clause.

If clause	Main clause
Simple Past	would + infinitive or could + infinitive or might + infinitive



Examples

If I was nice to people, I would have more friends.
If I was nice to people, I could have more friends.
If I was nice to people, I might have more friends.

The if-clause can be at the beginning or at the end of the sentence.

If I was nice to people, I would have more friends.
I would have more friends. If I was nice to people,

Conditional sentences - type III

Conditional sentences (if-clauses, main clauses)

It is **impossible** to fulfil a condition, which is given in the if-clause.

If clause	Main clause
Past Perfect	would + have + past participle or could + have + past participle or might + have + past participle

Examples

If I had been nice to people in the office, I would have had more friends there.
If I had been nice to people in the office, I could have had more friends there.
If I had been nice to people in the office, I might have had more friends there.

The if-clause can be at the beginning or at the end of the sentence.

If I had been nice to people in the office, I would have had more friends there.
I would have had more friends there. If I had been nice to people in the office,

Activity Three – What would you do if? (Answer the questions using the conditional).

1. A new person arrives in the office and she is very shy.
2. Your heard a colleague saying really bad things about another colleague.
3. You found out it was your colleagues 40th birthday.
4. Someone in the office says that a mutual friend is very stressed about work and thinking of leaving.
5. A guy/girl in the office professed his/her undying love for you!
6. The boss invited you to go on holiday with him/her.

Activity Four – Article - Read the article paying attention to your intonation and stress and then answer the questions below.

Do you have good relationships with the people you work with? (Source: Mind Tools)

According to the Gallup Organization, people who have a best friend at work are seven times more likely to be engaged in their jobs. And it doesn't have to be a best friend: Gallup found that people who simply had a good friend in the workplace are more likely to be satisfied.

Human beings are naturally social creatures - we **crave** friendship and positive interactions, just as we do food and water. So it makes sense that the better our relationships are at work, the happier and more productive we're going to be.

Good working relationships give us several other benefits: our work is more enjoyable when we have good relationships with those around us. Also, people are more **likely** to go along with changes that we want to implement, and we're more innovative and creative.

Much of your workplace success is based not on what you do but whom you know. The better your relationships with co-workers and others in your workplace, the better your career will go. Here are 7 simple steps to improving your relationships at work.

1) Make small talk: Get to know your co-workers so it does not always seem all about work. The key to making appropriate office small talk is to not get too personal too soon. Keep it general at first and then gradually work your way up to discussing family and more personal issues when your co-worker is also moving in that direction of discussions. Also keep small talk at work limited to respect everyone's tight deadlines.

2) Help each other out: Show them that you are willing and able to help them out when they are under a tight deadline. Not only will they reciprocate for you, but also they will begin to trust and depend on you.

3) Ask them for their thoughts and opinions: This is a great way to show them that you really value and respect them. People like those who they feel like them. Show them that you value their advice and feedback.

4) Get away from the office gossip: Even if you have resolved not too gossip about your co-workers, you can be guilty by association. When workplace gossip starts, excuse yourself. This will show people that you will not be involved in the gossip and that they can trust you.

5) Do little things like get them holiday cards or birthday cards, congratulate them on their good work, and offer to get them some lunch when you are going out.

6) Let others take the credit when they have done most of the work. If you are incorrectly given credit and praise, acknowledge the co-worker who deserves it.

7) Handle workplace conflict **seamlessly**: If you are not directly involved in the conflict, stay out of it, at least initially. If you decide you must get involved, plan out some negotiation strategies ahead of time and facilitate the resolution of the conflict. The key is to show that you care, but without becoming emotional.

These tips, while effective, may not work in every workplace and with every person. When in doubt, ask. Ask your co-workers how you can best help them. Most importantly, be sure to follow up and keep your word by doing what you say you're going to do.

(Source : Larina Kase, PsyD)

Questions

1. What are the benefits of good working relationships?
2. Why should you make small talk and why should you not talk too much?
3. Why should you walk away when people gossip?
4. What should you do when there is conflict in the office?

Activity Five – Videos – Watch and discuss

You Tube - How To Deal With Annoying Co-Workers. FUNNY!!!

http://www.youtube.com/watch?v=WMfW-xC_qgQ&feature=related

1. What are the different signs of annoyance you note?
2. What advice is given in the video?
3. Have you ever had any experiences like this?

Article Source: http://EzineArticles.com/747820

You Tube - Benefits of Having a Close Relationship at Work

http://www.5min.com/Video/Benefits-of-Having-a-Close-Relationship-at-Work-516947834
(First three minutes)

1. How much more likely are people to stay engaged in a job if they have good relationships?
2. Is it a good idea to have close relationships at work?
3. How did the Gallup organization conduct their survey?
4. What happens when people have a best friend at work?
5. Which kinds of companies also rely on interpersonal relationships?
6. Should everyone mix together at lunchtime?
7. How should we regard people at work?