

# Welfare Awareness Topic: Healthy Work Relationships

**Overview** – *Building healthy workplace relationships make your job less stressful and more enjoyable, leading to better teamwork and helping you be happier, more engaged, and more productive, allowing you to make an impact in your role and long-term future.*

Here are some of our top tips for building good work relationships:

- *Focus on your Emotional Intelligence:* It is important to understand the needs and feelings of others and be mindful of how they are feeling.
- *Practice active listening:* this means listening to others and engage with that they are saying, avoiding distractions while in conversation.
- *Make time for everybody:* Develop good working relationships with people at all levels; good working relationships will make your job easier, help your projects stay on track and make an impact across the business.
- *Communicate effectively:* Speak in an appropriate workplace manner and use professional language in a workplace setting. Know when to use different methods of communication to get your point across, whether that's email, a phone call, meeting online or face to face- choose the best method so that you can communicate clearly.
- *Schedule time to build relationships:* Make sure you are having catch ups with colleagues and regular one-on-ones with managers to build those key relationships.
- *Manage your Boundaries:* Be open about how you are feeling and your workload- mention if you feel like you're taking on too much! If you are struggling, talk to your line manager; set reasonable goals for yourself and what you can achieve within work time.
- *Be proactive:* Offer your experience and knowledge to group tasks and meetings and find ways to help colleagues where possible. If you are working remotely, make sure your camera is on and that you are engaging in team meetings.
- *Accept personal and cultural differences:* In the workplace, everyone will have different opinions, beliefs and backgrounds, so don't expect everyone to think like you. Try looking at things from other perspectives- even if you don't share the same beliefs, you are still on the same team and sharing the same goals.

## Article/source

- Check out [the 7 C's of communication](#) to ensure you are communicating effectively, and that your message will be received as intended.
- MindTools has some great resources on building good work relationships [here](#).
- This [YouTube video](#) gives 5 tips to building good relationships with your colleagues, give it a watch and see if you think any of these will be helpful to you!

## Support

If you would like to talk to the safeguarding team about anything you have just read, we will listen without judgement and signpost you to support. If you would like to talk to a member of the Safeguarding Team then please get in touch: [safeguarding@bpp.com](mailto:safeguarding@bpp.com)