Much of your workplace success is based not on what you do but who you know. The better your relationships with coworkers 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 coworkers 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 coworker is also moving in that direction of discussions. Also keep small talk at work limited (don't go on and on) 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 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 coworkers, 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 grab 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 coworker who deserves the accolades.

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 rash or worked up.

These tips, while effective, may not work in every workplace and with every person. When in doubt, ask. Ask your coworkers 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.

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**Developing Rapport with Co-Workers**

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[Nov 5, 2007](http://www.suite101.com/daily.cfm/2007-11-05) [Deborah S. Hildebrand](http://www.suite101.com/profile.cfm/boraharris2)

The best way to build good team work and rapport with co-workers is through the four Cs -- commonalities, connectivity, communication, and collaboration.

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"The single most important ingredient in the formula for success is knowing how to get along with people." -- Teddy Roosevelt

For anyone who has ever met someone for the first time and felt there was an instant connection, like they had known each other for years or had many of the same experiences, they were experiencing rapport.

Rapport is a feeling of being on the same wavelength as another person, the ability to appreciate one another’s feelings, understanding someone else’s viewpoint. As defined in the dictionary, ***rapport*** is a “harmonious or sympathetic relation especially one of mutual trust or emotional affinity.”

While many people see the ability to develop rapport as the key to influencing others and tantamount to being a persuasive speaker or a phenomenal sales person, developing rapport in the workplace can open the way to creating a positive work environment where team work grows.

The ability to build solid work relationships through rapport with co-workers is all about the four Cs – commonalities, connectivity, communication and collaboration.

Read more at Suite101: [Building Solid Work Relationships: Developing Rapport with Co-Workers](http://soft-skills-development.suite101.com/article.cfm/building_solid_work_relationships#ixzz0qBHAbgx3) <http://soft-skills-development.suite101.com/article.cfm/building_solid_work_relationships#ixzz0qBHAbgx3>

### Commonalities

By finding and/or building on commonalities – those experiences, traits, ideas, interests, or values that they have in common -- co-workers develop a relationship grounded on understanding and alignment. Identifying commonalities comes from drawing people out with questions and sharing a bit of ourselves with others.

### Connectivity

Once team members have identified commonalities, typically a connection or bond is developed. This connectivity can lead to greater empathy, stronger communication, and a furtherance of team rapport. By forming a connection team members are able to freely and openly exchange ideas, free from judgment, and work together toward common team and company goals.

### Communication

Often people think of communication strictly as being written and verbal skills --- the ability to speak in clear, simple terms or create a sentence free of typos and grammatical errors. However, communication also involves active listening as well as good observation skills. Experts suggest that to develop rapport through communication, people must match another person’s body language – posture, gestures, breathing -- and vocal qualities – pitch, tempo, rhythm.

### Collaboration

This is the heart of good team work. Team members that have developed solid rapport are able to collaborate and work effectively within their team. Collaborating as a team means that team members…

* Only share a problem if they also offer solutions
* Never blame each other for their mistake
* Never ambush or surprise a co-worker
* Share credit and recognition for accomplishments and ideas
* Help others succeed

Building solid work relationships by developing rapport with co-workers is the cornerstone of teamwork. Seeking commonalities in order to make a connection starts with well-honed communication skills and ends in collaboration.

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