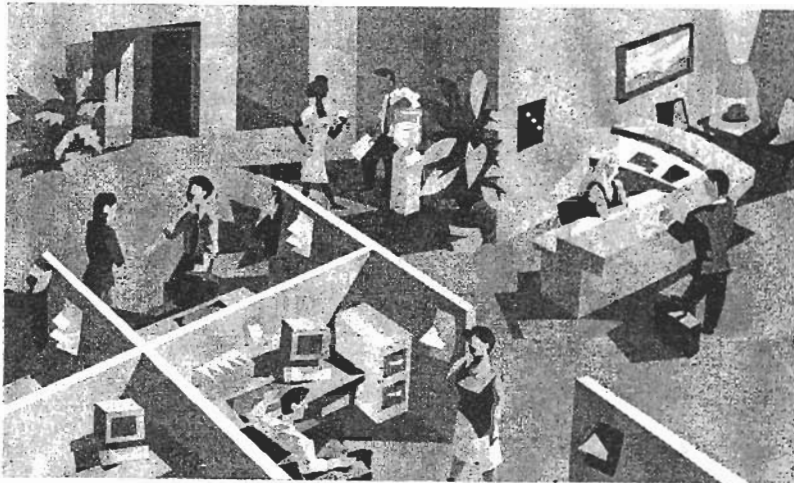




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Getting Along With Co-Workers



It is important to get along with your co-workers. You want to become a valued member of the "work team". Employers value good team workers. Work is also more fun when you get along with your fellow workers. You want your co-workers to like you. Here are ways to help make that happen.

1. Present a good appearance.
2. Have a positive attitude.
3. Be friendly.
4. Control your temper and emotions.
5. Be fair.
6. Cooperate with everyone.
7. Be reliable.
8. Be enthusiastic.
9. Show self-respect.
10. Show respect for others.
11. Be loyal.
12. Be understanding and sympathetic.
13. Accept constructive criticism.

People to Avoid at Work



You will develop good working relationships if you try to follow the (13) suggestions listed in "Getting Along with Co-workers". However, you may still have problems with some personality types. You can recognize some of these people and learn to avoid trouble.

"Complainers & Pouters"

These people fuss and complain about everything from the boss to the length of break time. You should try not to complain with these people. Keep complaints to yourself unless there is a proper channel at work to pursue such as a suggestion box, etc.

"Trouble Makers"

These people have a reputation for causing trouble. They may have a bad attitude about their job, the company, or the boss. They may take chances on the job such as not using proper safety equipment, etc. They may try to get others to follow along with them. Try not to socialize with these people--- others may soon see you as a "Trouble Maker" too.

"The Company Clown"

This person tries to be the "life of the Party" at work. He/She is always laughing, giggling, or doing practical jokes. Don't be a cut-up especially when you are new on the job. IT is good to enjoy yourself on a job and be friendly with everyone, but don't carry it too far. You are not on the job to entertain people. You are there to do a job. You should show your boss that you are serious about your work and doing a good job, or the boss may not be serious about you!



