

BUILDING DIGNITY IN THE WORKPLACE

# Building Relationships

June 2021



*“Creating a culture of dignity is a process, and it begins with acknowledging the value of every person we encounter, including ourselves.*

*Dignity does not have to be earned, we are all born worthy of honor;  
it is inherent in our very existence.*

*Dignity is demonstrated through action, and refined through practice.*

*It is spoken, heard, seen and felt in every interaction we have, within ourselves,  
with our coworkers and with our communities”*

**build** *verb*  
**/bild/** to make stronger

Like any strong foundation, building a strong culture of dignity in the workplace is an ongoing process and must be maintained over time.

**Positivity, relationships, and mindfulness establish the foundation of a dignified workplace.**

The three training modules in this series will offer tools, best practices, and practical examples to assist in building a strong foundation of dignity, wherever you may be.





# Building Relationships

As so much of our daily lives are spent interacting and collaborating with our co-workers, ensuring good working relationships becomes that much more important.

Fostering dignified relationships at work will benefit not only your working processes and productivity, but will increase morale and create a more positive working environment.

# Making Connections

- **Participate in department activities**  
Say 'yes' to the potluck, scavenger hunt, or office party.... or take the initiative to organize a fun activity
- **Engage in Small Talk**  
Knowing your coworkers and investing in relationships builds trust and allows for smoother collaboration
- **Eat lunch together**  
Working remote? Invite coworkers to virtual lunch

- **Find a common thread**  
Discover an interest or experience you share with a team member
- **Get to know a new hire**  
Stop by their desk and introduce yourself. Make time for some small talk to get to know them better.



# Not great at small talk? Give these a try...



What do you like about your job?

Do you have any pets at home?

What do you like to do outside of work?

What's a hobby you'd love to get into?

What led you to this career?

Do you have a go-to vacation spot?

What does your typical weekend look like?

What do you usually cook at home?

What sports have you played, if any?

What is your favorite local restaurant?

# Foster Trust and Respect

## Follow Through on Commitments

- Make realistic promises
- Be proactive in completing tasks
- Ask for help when needed

## Appreciate Each Employee's Role

- Just like puzzle pieces, every employee is unique and is needed to finish the job
- All are worthy of being treated with dignity and respect

## Avoid Gossip in the Workplace

- Gossip can damage reputations and create mistrust
- Don't let harmless venting become hurtful gossip
- Be the Change - change the subject



# Show Them The Ropes

Offering a helping hand is a great way to build relationships. One way of doing this is providing your support and resources to those who may show signs of needing help or who are new. With the information you have, offer tips and insight regarding their position, department, and the organization as a whole.



# Spend time together outside of the office

## ● Take a walking lunch

Macomb County is home to lots of great walking spaces! Try George George park, downtown Mount Clemens, or the nature trail behind the Public Works office.

## ● Grab a coffee

Take a 15 minute break to get coffee with a coworker. Head to the break room or try a local coffee shop!



## ● After work activities

Get to know each other after work hours over a fitness class, dinner, or sporting event. The options are endless!



# Keep in Touch

While there is nothing like an in-person conversation, technology offers many ways to stay in contact even when working remotely or with those outside your office. E-mail, instant messaging, video chat, and text messaging are easy, convenient ways to foster relationships and stay in touch throughout the day.

**You have completed the first module,  
Building Relationships,  
of the Building Dignity in the  
Workplace series.**

Thank you for taking an interest in  
learning more about how you can play a  
part in making Macomb County a more  
dignified place to work!

