

## Document 1

### Why Have Good Work Relationships?

Human beings are naturally social creatures. And when you consider that we spend one-third of our lives at work, it's clear that good relationships with colleagues will make our jobs more enjoyable.

- 5 The more comfortable co-workers are around one other, the more confident they'll feel voicing opinions, brainstorming, and going along with new ideas, for example. This level of teamwork is essential to embrace change, create, and innovate. And when people see the successes of working together in this way, group morale and productivity soars.
- 10 Good work relationships also give you freedom. Instead of spending time and energy dealing with negative relationships, you can, instead, focus on opportunities – from winning new business to focusing on personal development.

And having a strong professional circle will also help you to develop your career, opening up opportunities that otherwise might pass you by.

- 15 [www.mindtools.com](http://www.mindtools.com) October 17<sup>th</sup> 2020

## Document 2



<https://edition.cnn.com>

## Document 3

### **This is how you should handle personality clashes at work**

20 After a clash, it could get tempting to approach your coworkers to form a group against the person you believe to be the problem. But that's the wrong way of doing things and it will only take you further away from the main goal, that is to find a solution. Asking your colleagues to band together against someone only creates more disharmony. Instead, talk to your manager about the whole matter so that they  
25 can help you get a neutral perspective about the same.

The manager can also step in to help resolve the issue if it's needed.

If things start to slip out of hands and temper starts to build, try not to respond in the heat of the moment. Try to give yourself some time to think and respond in such situations. Reach out only when you have a genuine intent to talk through your  
30 issues. Communication helps determine the origin of the problem. You can very much invite the other person to discuss with the express goal of finding the solution.