



# WORKPLACE relationship tips

Culled from 'The Young King' by Deji Adepeju

**Y**ou cannot do without others, yet human beings are one

of the most complex entities to relate with. Unlike quadratic equations, there is no 'almighty formula' for perfectly relating with everyone. In most workplaces you will have to relate with one or all of four sets of people: your superiors, your colleagues, your subordinates and your clients. You cannot use the same yardstick to relate with these individuals because your relationship with each differs. Here are four basic tips to relationships at your workplace.

## YOUR SUPERIORS

**To relate with your superiors, you must get to know your job description, that is what will let you know** what is expected of you. After being aware, do your job thoroughly with a touch of excellence. Also, volunteer to do tasks for your boss when the opportunity shows up. In addition, you should get to understand the way your organisation works; study the policies well so that you will not commit blunders. Stay within the boundary you have been given; don't toy with things that you have not been permitted to handle. One other important thing you must keep doing is give regular **feedbacks** to your boss when he gives you an assignment. If there are challenges, he can easily make his input to resolve the problem. Don't wait until the last minute until it becomes inevitable for him to know. Remember that he too is likely to have people he must report to. Lapses on your part can plunge him into an embarrassing situation.

## YOUR COLLEAGUES

**There will be people who will be on the same rung of the ladder as you.** They will be of different characters. Some will be hard working, while some others will specialize in laziness. Do not make a habit of picking up other people's jobs because it will encourage laziness and slothfulness. Do the work assigned to you, but help those who really need help and graciously say "no" to those who want to form a habit of pushing their jobs on you. If you encourage their laziness, it will have an overall negative effect on the organization.



**You should avoid the rivalry that often occurs among people of similar** cadres at workplace; do your best but do not compete with anyone for the top. Hard work and integrity have a high capacity to take you to the top without all the scheming that most people do. Also avoid bragging about your accomplishments, this can make some of your colleagues feel despised.

## SUBORDINATES

To relate with your subordinates, you still need to be gracious. Supervise them with firmness ensuring that they do the job they are being paid to do; but be kind towards them. Be sensitive to know when you have stressed them beyond limits and give them concessions. Show concern about their personal affairs but don't get too involved to the detriment of their official duties. If you need to send someone who is not directly under you an errand, try to get the consent of his/her immediate boss. If you have the duty of allocating assignments to people, try as much as possible to match their skills with the jobs they are to do. For example, don't put an introvert in the marketing unit and don't put someone who prefers interacting with people in editorial work.

## CLIENTS

To relate with your clients, you must be loyal to the organization and protect its image while at the same time you should be fair to the client. If your organization defaults and you are the one directly dealing with the client, courteously ask for a concession if possible, only let it be within the limits of authority allotted to you by your organisation. Generally, to work well with clients demands that you get good understanding of human relationships, you may have to read up on this. For example, when your department is unable to meet up with the required standard or demands, do not go behind the team members to slander them and justify yourself saying you did your bit, it was so and so person that spoilt the job.



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