BASIC HUMAN RELATIONS

ANSWER KEY

1. Avoid gossip.
2. Get to know other workers.
3. Be direct.
4. Ask for help and advice when you need it.
5. Follow group standards.
6. Show appreciation. Could turn into: Share credit when it is deserved, and return favors.
7. Avoid battles.
8. Live in the present.
9. Be positive and supportive.
10. Don't try to change everything.