

# Stop and Think

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## How can I build a good relationship with my Supervisor?

- Be reliable
- Show you are willing to assume responsibilities
- Be loyal to your company
- Do not let personal problems affect your work

## How can I build good relationships with my co-workers?

- Treat others with respect
- Treat co-workers' property with respect
- Use good manners, not bad language
- Avoid unnecessary conversations at work