BUILDING YOUR BEST COLLEAGUE

Rachel Perez, CTA, CHRS
WorkLife Consultant
MSU WorkLife Office

Ebony Lucas, MSW, CTA
WorkLife Consultant
MSU WorkLife Office
OVERVIEW OF THE WORKLIFE OFFICE (WLO)

• Established in 2015, the WLO absorbed the Family Resource Center (employee focus) and the Women’s Resource Center, continuing the work that has been done at MSU since 1993.

• Serves all 13,000 of MSU’s faculty, academic staff, and support staff representing 72 industries in a wide array of areas that fall into one of these five categories:
  • Family Care
  • Workplace Assistance, including workplace well-being
  • Campus and Community Connections
  • Welcoming and Supporting Newcomers
  • Career Support
OBJECTIVES

• Identify ways to contribute to a positive work culture through building community

• Recognize the types of support that you have at work and that you could benefit by having

• Set a personal goal you would like to achieve regarding the content of this presentation

This Photo by Unknown Author is licensed under CC BY-NC
LIST THE QUALITIES OF A “GOOD” COLLEAGUE AND A “NOT GOOD” COLLEAGUE

Good Colleague | Not Good Colleague

• What are the feelings associated with a “good” colleague?
• What are the feelings associated with a “not good” colleague?
HOW TO BUILD COMMUNITY

• Be open to new experiences
• Make an effort to really get to know someone
• Nurture relationships that matter to you
• Let go of toxic relationships
• Offer to help a team member when in need
HOW TO BUILD COMMUNITY

• Think about the type of colleague you want to have
• Take intentional steps to become the type of colleague you want to be
• Use social media, trainings, and other outlets to connect
• Volunteer
• Take a chance
SOCIAL SUPPORT NEEDS

01 Emotional
This type of support conveys caring. The offering of empathy, concern, trust, acceptance, and encouragement.

02 Practical
These are the concrete; direct ways people assist others.

03 Informational
Informational support provides answers/solutions to problems. Advice, suggestions, useful information, problem-solving, etc.

04 Companionship
These are the ways that people connect and depend on each other in shared activities.
WHAT CAN YOU DO TO BE YOUR BEST COLLEAGUE?

• Keep your commitments. Return phone calls and emails promptly.
• Work to build trust – admit when you make a mistake, admit if you don’t know something.
• Share credit for accomplishments, ideas, and contributions.
• Be positive. Speak well of others.
• Be appreciative, thank people when they assist or support you.
WHAT CAN YOU DO TO BE YOUR BEST COLLEAGUE?

• Always discuss problems first with the people directly involved.
• Talk to others with respect and be mindful of your verbal and nonverbal communications as well.
• Consider what your team members may be going through.
• Bring suggested solutions to the table when issues arise.
• Connect with coworkers on every level of employment, those in positions higher or supporting yours. Be inclusive.
REFLECTION

• Are you a good colleague?
• What traits do you have that are an asset to your team?
• What traits do you want to work to develop?
• What will you commit to trying to do to strengthen your community?
• What “job openings” do you have in your support network?
• What can you do to work well with others at work?
We would like your feedback

https://msu.co1.qualtrics.com/jfe/form/SV_0ChhdhsXC5FzSqq
Contact Us

Phone: (517) 353-1635
Email: worklife@msu.edu
Web: https://worklife.msu.edu
Jaimie Hutchison: Hutchj@msu.edu

Linton Hall, Suite 116
479 West Circle Drive
East Lansing, MI 48824

Presentation created by Jaimie Hutchison, LPC, 2019