

BUILDING YOUR BEST COLLEAGUE

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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

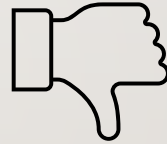


LIST THE QUALITIES OF A “GOOD” COLLEAGUE AND A “NOT GOOD” COLLEAGUE

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

Community

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

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