

# Relationship building

Here's how to cultivate happiness, improve morale, increase productivity, and increase retention.

**Tell me about your goals.** What can I help you with?  
**What's your family celebrating?**

How's the family?  
**Schedule regular, one-on-one, check-in meetings**

Thank you for ...  
How are the kids?  
How's your dog/cat/other family pet?  
What concerns do you have?  
What are you working on?

Team photos  
Home projects  
**Celebrate achievements**  
Family vacation  
**Create a photo board**  
Pets  
Hobbies  
Celebrate innovations  
Reasons to stay safe at work  
Post thank you notes

**Follow-up** Avoid distractions  
**Be engaged**  
**Assume nothing** Show trust  
**No judgment**  
**Be respectful** **Listen** Be responsive  
Demonstrate support  
**Take notes if you need to**  
**Maintain confidentiality** Ask clarifying questions  
Check back Express appreciation

**Assume good intent** **Demonstrate safety practices**  
Maintain contact  
**Be a good role model** Check in  
**Listen**  
**Set a positive tone** Be trustworthy  
Show respect **Say "thank you"** Be fair and consistent

**Individual achievements** **Acknowledge individual and team contributions**  
Highlight innovations  
**Celebrate success**  
Thank everyone  
**Visually track accomplishments**  
**Completed work** **Goals progress** Status of projects