

# 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**

**Create a photo board**

Family vacation

**Pets**

Hobbies

Celebrate innovations

**Reasons to**

Post thank you notes

**stay safe at work**

**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**

Check in

**Listen**

**Set a positive tone**

**role model**

**Be trustworthy**

Show respect

**Say "thank you"**

**Be fair and consistent**

**Individual achievements**

**Acknowledge individual**

Highlight innovations

**and team contributions**

Thank everyone

**Celebrate success**

Completed work

**Visually track accomplishments**

work

**Goals progress**

Status of projects