

CHAPTER SUMMARY

Section 22.1

The Workplace Environment

Workplace relationships differ from friendships in several ways. Do your part, work cooperatively, and communicate clearly to help you get along with coworkers. Workplace etiquette is a matter of being respectful and considerate. To get along with your supervisor, you need to accept authority, take initiative, and respond appropriately to criticism.

Section 22.2

Workplace Relationship Challenges

Problems can arise in workplace relationships just as they can in other types of relationships. Conflicts, stereotyping, rivalries, and harassment are examples of workplace problems that you may encounter on the job. It is important to keep work and personal life separate and maintain a healthy balance of both.