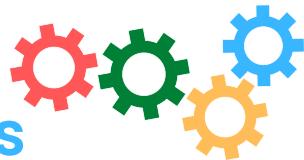


Best Practices to Build Relationships



Whether you are looking to advance in your career, succeed in your current role, seek out mentors and sponsors, or just find a community of friends and colleagues, **knowing how to build effective relationships is one of the most important skills you can master.** In fact, it might be the most important skill you learn, because it uses a multitude of other skills in its execution.

Great relationships are built on:



Here are some best practices for building effective relationships:

It's not about you, it's about them!

Build trust by making it less about what you can get from another person, and more about what you can learn and can offer to another person. Keep your commitments, respect confidentiality, and demonstrate a genuine interest in the other person and their experience.

It's all about connections!

Develop rapport, whether it's a shared interest, experience, or common goal. And, be a connector. Look for ways you can be helpful by making introductions to resources, people, and opportunities.

Practice and show empathy.

Develop and demonstrate your capacity to understand, be aware of, be sensitive to, and vicariously experience the feelings, thoughts, and experience of another.

Be actively curious!

Maintain a stance of active curiosity about another's experiences, feelings, challenges, and successes, by asking questions and practicing active listening.

Great relationships are built through one-on-one conversations. And great conversations are built by asking good questions:



What's Next? Put this skill into practice! Here's how:

- 1** Ask someone for a coffee chat, curiosity conversation, or catch-up.
- 2** Come prepared with 3 or 4 questions to get the conversation started, but let the conversation naturally develop out of genuine curiosity.
- 3** Keep your commitment to time and respect each other's schedules.
- 4** Follow-up with a thank you, acknowledgement, or connection to another resource.
- 5** Schedule a future conversation as appropriate.
- 6** Rinse and repeat!