





# HOW APPROACHABLE ARE YOU? BUILDING RELATIONSHIPS WITH YOUR TEAM

**7<sup>TH</sup> FEBRUARY, 2018**



# OVERVIEW

---

**WE ARE GOING TO TALK ABOUT 2 AREAS:-**

1. HOW TO BECOME APPROACHABLE
2. SECRETS OF AN APPROACHABLE MANAGER

# approachability



**SMILING FACE**

**FRIENDLY & EASY TO TALK TO.**

**FRIENDLY**

**WELCOMING**

**PLEASANT**

**AGREEABLE**

**AFFABLE**

# HOW APPROACHABLE ARE YOU?



**HELPFUL**

**CORDIAL**

**WELL DISPOSED**

**OBLIGING**

**COMMUNICATIVE**

**OPEN**

**HOSPITABLE**

# QUESTION

- **CAN EVERYONE DEVELOP TO BE APPROACHABLE?**







# BEING APPROACHABLE

---

MEETING NEW PEOPLE CAN BE DIFFICULT,  
AWKWARD AND DOWNRIGHT UNCOMFORTABLE,  
BUT WHEN YOU **AVOID EYE CONTACT** WITH OTHER  
PEOPLE, IT CAN **READ AS YOU BEING DISMISSIVE OR  
DISDAINFUL** OF THEIR VERY EXISTENCE

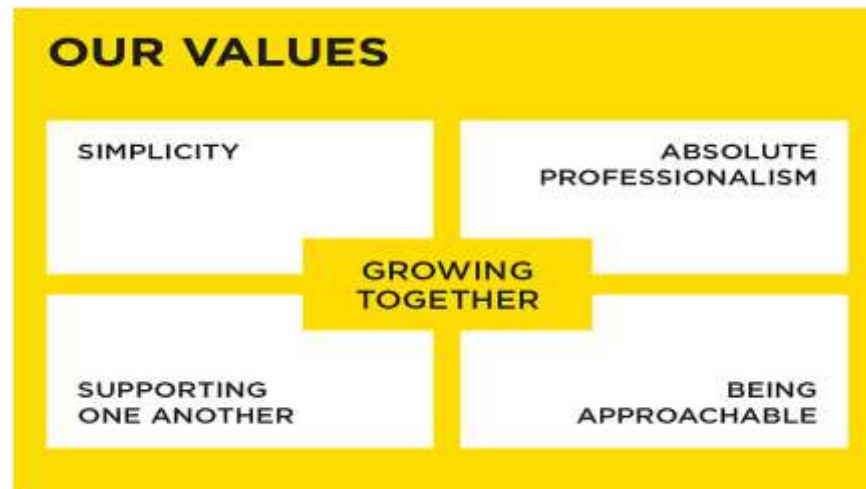






# HOW DO I BECOME MORE APPROACHABLE?

EASY **CHANGES IN BODY LANGUAGE** CAN MAKE YOU MORE APPROACHABLE





# EASY CHANGES IN BODY LANGUAGE CAN MAKE YOU MORE APPROACHABLE

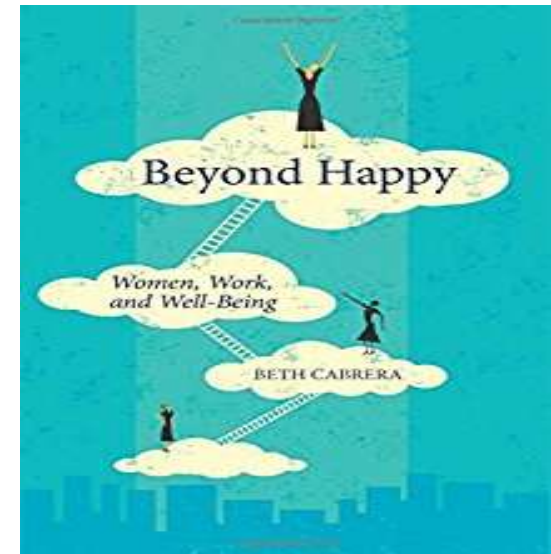
---

- 1. ADOPT AN OPEN POSTURE. KEEP YOUR HEAD UP AND YOUR SHOULDERS SQUARE, NOT SLUMPED FORWARD**
- 2. KEEP YOUR ARMS IN A WELCOMING POSITION. PLACE YOUR ARMS AT YOUR SIDE OR ON YOUR LAP**
- 3. SMILE. SIMPLY SMILING CAN MAKE YOU SEEM MUCH MORE APPROACHABLE AND INVITING.**
- 4. MAKE EYE CONTACT**



# IMPORTANCE OF RELATIONSHIPS IN THE WORKPLACE

MANY FULL-TIME EMPLOYEES SPEND MORE OF THEIR WAKING HOURS WITH CO-WORKERS THAN THEY DO WITH THEIR SPOUSES AND FAMILIES





# IMPORTANCE OF RELATIONSHIPS IN THE WORKPLACE

---

WHETHER YOU ARE SOMEONE AT ENTRY LEVEL  
OR A HIGH-LEVEL MANAGER,  
BEING APPROACHABLE IN THE WORKPLACE  
CAN HELP YOU **GAIN RECOGNITION AND  
RESPECT**

# SECRETS TO BEING AN APPROACHABLE PERSON AT WORK





# SECRETS TO BEING AN APPROACHABLE PERSON AT WORK

**WE ACHIEVE IMPROVED TEAMWORK**





# SECRETS TO BEING AN APPROACHABLE PERSON AT WORK

---

WE ACHIEVE AN IMPROVED  
**MORALE AMONGST US**





# SECRETS TO BEING AN APPROACHABLE PERSON AT WORK

---

## PRACTICE "DRIVE-BY COMPLIMENTS"

COMPLIMENT SOMEONE'S APPEARANCE, RECENT ACTIONS, OR PERSONALITY AS YOU WALK PAST

YOU CAN BOOST HER MOOD, BOLSTER YOUR REPUTATION AS A PLEASANT PERSON, AND MAYBE EVEN START A COMPLIMENTING TREND



# SECRETS TO BEING AN APPROACHABLE PERSON AT WORK

---

WE FOSTER A HEALTHY WORK ENVIRONMENT







# SECRETS TO BEING AN APPROACHABLE PERSON AT WORK

---

HELPS TO BUILD POSITIVE  
RELATIONSHIPS WITH OTHER  
EMPLOYEES AND FOSTERS MORE OPEN  
COMMUNICATION







# SETTING THE CULTURE RIGHT!

WHEN THERE ARE APPROACHABLE  
CO-WORKERS, WE'RE IN A MUCH  
HAPPIER ENVIRONMENT





# CONCLUSION

---

**IT'S IMPORTANT TO BE APPROACHABLE  
BECAUSE WHEN YOU PUT PEOPLE AT  
EASE, YOU ENABLE THEM TO THINK  
AND DO THEIR BEST IN YOUR  
PRESENCE**

