



# **BEST PRACTICES**

**BUILDING RELATIONS WITH EMPLOYER AND WORKSITES**

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# CHARACTERISTICS OF A STRONG RELATIONSHIP

01

## RESPECT

One component of a strong professional relationship is mutual respect. You can earn their respect by being effective-respond to emails within a timely manner, communicate, etc.

02

## EMPATHY

Like any type of relationship, being empathetic to the other person will help you bond. Empathy means that you can understand how the other person feels and respond accordingly.

03

## APPRECIATION

When you and your employers show appreciation for each other's efforts, this can help nurture the relationship. Recognizing their hard work and offering praise can encourage them to do the same.

04

## TRUST

You and your worksites trust each other to keep your promises and keep up with your personal responsibilities. As you develop your relationship, they will trust that you will show up to visits, approve timesheets, drop off checks, etc.

05

## HELPFULNESS

"Help me, help you." This will lead to better productivity in the program.

# BENEFITS OF POSITIVE EMPLOYER RELATIONSHIPS

## Better Collaboration

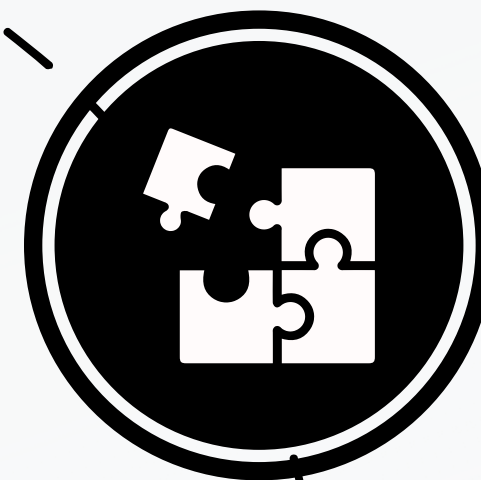
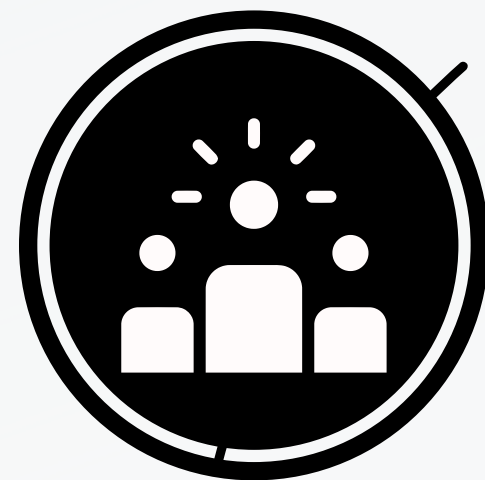
When you and your employers or worksite learn each other's working styles, you can better expect each other's needs and strengths. This could lead to better work if you collaborate.

## Employer Retention

Employers and/or worksites that know you and the agency will feel more committed to the program. This will increase feelings of motivation and focus, which will help them feel more satisfied with the program.

## More Youth Served

More partnerships and collaboration means that we can serve more youth effectively and efficiently.



# MAINTAINING A STRONG RELATIONSHIP WITH EMPLOYERS

## 1. *Learn their management style*



- Understanding how a supervisor from a worksite prefer to relate to other partnership can help you build a productive relationship with them.
- Some prefer to be on a first-name basis with professional relationships and chat about their personal lives, while others feel more comfortable with a formal relationship.

- While it's important to maintain a professional tone in the workplace, you can also chat with your worksite about weekend plans or other activities.
- Simply asking your worksite how they are doing can show them you're invested in them and can lead to deeper conversations.

## 2. *Engage*



# MAINTAINING A STRONG RELATIONSHIP WITH EMPLOYERS

## 3. *Create a positive presence*



- Coming to visits with a positive outlook can help you strengthen your relationship with worksites.
- Show your partners that you are eager to help and take on any challenge they may present.

- A key part of this is respect, and you can earn their respect by proving your skills and succeeding in your work.
- Surpassing expectations and producing quality work can show your partnerships that we all share the same goal.

## 4. *Prove your value*



# MAINTAINING A STRONG RELATIONSHIP WITH EMPLOYERS

## *5. Actively seek feedback/support*



- Show that you value your partners and have them identify areas for improvement and ask for support when you need it.
- Doing this shows that you care about providing a successful program and that you understand the importance of constantly improving.

- Visit your sites! Meeting with your partners can help you and your employer develop a mutual sense of trust.
- This also gives you the chance to learn how they are doing while getting to know them better.

## *6. Make time to meet*



# MAINTAINING A STRONG RELATIONSHIP WITH EMPLOYERS

## 7. *Provide positive feedback*



- When a worksite does something extra for the youth that we serve, thank them for their efforts and share some specific reasons for your appreciation.
- Provide the partnership with positive feedback about your agency's successes or other accomplishments through their partnership and collaboration.

- Respond to any communication they send you as quickly as you can. It shows that you are invested in their question.
- Sometimes, you might not have the answer to their question, or you are off doing other programming (times get busy). Provide them with an estimated time that you will have a response.

## 8. *Establish effective communication*





# CLOSING



What is a takeaway you have from talking to your peer that you want to bring back to your site?



What is a practice or idea you encountered that you want to look into more?



What are any lingering questions, problems or practice, or topics to table for the next meeting to consider more?

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