

# How To Build And Maintain Professional Relationships



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Strong professional relationships impact career growth and success. They can help you gain valuable industry knowledge, find new job opportunities and build a strong network of colleagues and mentors. According to Hailo, [69% of employees work harder](#) when they feel appreciated, and workplace relationships are a key component of creating feelings of appreciation and improving employee engagement.

However, building and maintaining these relationships requires effort and attention. Here are some tips on how to do so effectively.

## Be genuine and authentic.

People are more likely to want to work with you and maintain a relationship if they feel you're being genuine and authentic with them. Don't try to be someone you're not, and don't try to impress others by pretending to know more than you do. Instead, be honest about your strengths and weaknesses, and be willing to learn from others. Research shows that [authenticity is important](#) in building trust in relationships.

## Show interest in others.

Building professional relationships is not all about you. Make an effort to show interest in the other person's work, goals and experiences. Ask questions and listen actively to what they have to say. This will help you build rapport and establish a stronger connection. According to a study by [Harvard Business Review](#), showing interest in others can increase feelings of positive regard and trust by 50%.

## Offer value.

To build and maintain professional relationships, you need to be able to offer value to others. This could be in the form of knowledge, resources or connections. Think about what you can bring to the table and how you can help others achieve their goals.

## **Communicate effectively.**

Effective communication is key to strong professional relationships. This includes being clear and concise in your messaging and being responsive to emails and calls. It's also important to be respectful and considerate, even if you don't agree with the other person's perspective. Effective communication leads to more engaged employees and [a high-trust workplace environment](#).

## **Show appreciation.**

A simple way to maintain professional relationships is to show appreciation for others' contributions. This could be in the form of a thank-you note, a small gift or a public acknowledgment of their work. Recognizing the efforts of others can go a long way in strengthening your relationships. According to [a study by Gallup and Workhuman](#), recognition improves productivity and reduces turnover.

## **Be reliable and dependable.**

To build trust in professional relationships, [it's important to be reliable](#) and dependable. This means showing up on time, meeting deadlines and following through on commitments. If you can't meet a deadline or fulfill a commitment, communicate this as soon as possible and offer an alternative solution.

## **Keep in touch.**

Maintaining professional relationships requires effort, even when you're not working on a specific project together. Make an effort to stay in touch with your network and keep them updated on your work and accomplishments. This could be through regular check-ins, newsletters or social media updates.

Professional relationships are a crucial aspect of your career success. They provide so many opportunities for growth and community. So take the time and effort to invest in them because it will pay off in the long run.