Handout #1:

*Characteristics of a Great Coworker*

GREAT

COWORKER

He/she never gossips and is respectful of others’ privacy.

Everyone can always count on him/her to pitch in.

He/she always respects any cultural differences among coworkers.

He/she treats everyone respectfully, all the time.

He/she is loyal and trustworthy, sharing credit for team accomplishments, and always saying “thank you” when he/she gets help from others.

He/she actively listens and makes eye contact when interacting with coworkers.

He/she always communicates with everyone when there is a project to complete.

He/she is flexible and tries to find solutions to scheduling conflicts and other common workplace issues.