How to connect with (new) colleagues

A *Boostalab* guide

How to connect with your (new) colleagues?

Neuroscience experiments have demonstrated that people who deliberately build their social fabric at work tend to perform better globally. Those who are connected with others and help them in their projects not only obtain respect and trust from their peers, but hey are more productive as well!

Every occasion is an opportunity to connect with your colleagues, whether they're in the next cubicle or working in a remote business unit: the arrival of a new colleague, your appointment to a new position, or simply developing your own network. Starting a new position is a fantastic opportunity to connect and create trusting relationships that will be beneficial further down the road. It's a challenge: your initial reflex may be to jump headfirst into your new tasks instead of making new friends!

These encounters may focus on more superficial topics, like your professional history or respective roles within the organization. However, with a few well-crafted questions, you can also address more personal topics, which will help you connect in an authentic way. This tool can help you get to know those present in your environment a bit faster, and facilitate the development of solid relationships.

When to use this guide?

- As of your first week in a new position (or even before, if you know the organization well enough), identify who are the key people to meet and plan those meetings.
- Upon the arrival of a new colleague.
- As soon as you realize that you know very little of your colleagues (or simply not enough) and that your network within the organization is insufficiently developed.

How to use it?

- Map out your network with help from your manager and your colleagues.
- Make the first move and request a meeting specifying that you'd like to get better acquainted.
- Prepare the meeting by using the suggested questions.
- Fill out the "Get to Know You" cards as you go about your meetings and with your own observations over time.
- Share and validate your observations with people you trust in your network.

To learn more

- The Neuroscience of Trust, HBR.org

Identify your colleagues

With help from your manager, your colleagues or an organizational chart, identify the players with whom you should create a connection. Think about decision-makers, partners, suppliers, clients, and anyone else who can help you better understand your ecosystem or help you in your mandate.

Prepare the meetings

The goal of these meetings is to get better acquainted. You want to learn more about your colleague, who in turn will want to get to know you better as well. As everyone's time is precious, it is best to arrive prepared.

What your counterpart should know about you

What should you share about yourself to establish a trusting relationship? To avoid monopolizing the conversation, prepare a 3-minute presentation in advance, using the following questions as inspiration:

- *What has been the common thread of your professional life until now?*
- *What's especially motivating to you about your position?*
- *How do you perceive the added value that your team brings to the organization right now?*
- *What matters to you, both at work and elsewhere?*
- *What's important to know about you, in real terms?*

What you wish to learn about your counterpart

From the start, people will tell you about their role within the organization, as well as their professional history. If the context allows, you can also address the following questions:

- *I'd like to better understand your role within the organization...*
- *What matters to you, both at work and elsewhere?*
- *What do you hope to achieve this year?*
- *What are you most proud of?*
- *How do you function best at work?*
- *What is your preferred means of communication?*
- *What are your expectations of me or of my team?*

Capture the information

Using the "Get to Know You" cards on the next page, write down the relevant information and what could be useful when, for example, you'll need to gather support or to mobilize some key players.

You may not capture all the information during this first meeting. Keep filling out the cards over the following weeks, as you meet again and make more observations.

Are you taking on a new role within the same organization?

The colleague you see from time to time at the staff cafeteria may now become a key partner. Take the time to meet with them and discuss how this new situation will change your professional relationship.

Validate your observations

"You'll see, they're only interested in..." , *"Be careful not to fall for their game..."* Don't let yourself be influenced by what others will tell you about the colleague you're about to meet for the first time. Walk into the meeting with an open mind, determined to become better acquainted with this person who will be a part of your professional life.

As these meetings with your colleagues progress, you'll be in a better position to understand decision-making processes, who is influential, organizational culture, etc. Write down your observations, your questions, and anything that surprises you.

Take the time to validate this with your colleagues during subsequent meetings.

"Get to know you" cards

Name

Role

Their contribution to the organization

What matters to them

What works well with them

Their needs and expectations from me or my team

Other relevant information

Name

Role

Their contribution to the organization

What matters to them

What works well with them

Their needs and expectations from me or my team

Other relevant information

Develop the leadership of your teams with our learning solutions

Our turnkey solutions combine quality instructional content with an efficient learning experience and cutting-edge technology to develop the leadership skills of your teams, managers and employees.

List of available soft skills

Team leadership

- Aligning and empowering
- Constructive feedback
- Delegating
- Engagement
- Excelling as a team
- Psychological proximity
- Psychological safety
- Recognition
- Team standards
- Team synergy

Organizational leadership

- Change management
- Civility
- Coaching
- Collaboration
- Communication
- Impact and influence
- Kindness
- Managerial transition
- Transition to hybrid mode

Intentional leadership

- Autonomy
- Digital agility
- Learning
- Managing time and priorities
- Proactivity
- Stress management
- Unconscious biases

See the full list here.

Did you know?

According to research, those who participated in a leadership development program saw a 20% improvement in job performance and a 25% improvement in organizational results.

A Gallup study highlights that 1 in 2 employees have left their organization in their career to escape a bad manager.

The Boostalab learning solutions

A unique approach focused on action and results!

Forget traditional training and opt for an approach that will transform your organization and anchor learning in a sustainable and practical way.

Aha! Micro-contents

We only offer what is innovative, tangible and relevant.

Team challenges

Participants build authentic connections by focusing on their challenges.

Taking action on a daily basis

They implement the practices quickly, so that the magic happens.

Autonomy and empowerment

They become masters of their own development!

Efficient, engaging and high-impact solutions

The practical tools offered online allow for immediate implementation within teams and for managers to see the positive changes.

Oxfam Québec

The solution completely met our needs! Our managers were not used to working together. The fact that we also had a challenge to achieve led to great achievements that were reflected in the teams.

Humanware

Our managers challenged themselves to increase the impact of their feedback practices. The platform allowed them to set development priorities, work as a team and encourage each other to take up the challenge and thus succeed in changing their practices, in action and in a sustainable way.

Ubisoft