

PREPARED FOR

Manas – Center for Mental Wellness & Counselling

# Healthy Workplace Relationships Guide

Professional Boundaries and Human Connection at Work

Presented by Dr. Priya Dubey Sharma

Manas – Center for Mental Wellness & Counselling

UDYAM-MP-10-0120839



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## Programme Overview

This programme explores the vital role of healthy workplace relationships in fostering employee engagement and retention. Participants will gain practical insights and strategies to build a more positive, productive, and supportive work environment for everyone.

### Learning Objectives

- ✓ Understand the distinction between professional and personal relationships at work and learn why maintaining this boundary is crucial for a harmonious workplace.
- ✓ Develop skills in setting and respecting personal and professional boundaries, which is essential for preventing misunderstandings and conflicts.
- ✓ Acquire effective techniques for navigating interactions with colleagues who may present challenges, promoting constructive communication.
- ✓ Learn how to foster genuine positive work friendships that enhance collaboration and job satisfaction without compromising professionalism.
- ✓ Recognize early signs of problematic workplace relationships and understand appropriate steps for addressing such situations constructively.

#### WHO SHOULD ATTEND

This programme is designed for all employees seeking to enhance their interpersonal skills and contribute to a more positive and collaborative workplace culture.

## Programme Content

### 1. Professional vs. Personal Relationships at Work

Workplaces are dynamic environments where professional interactions form the backbone of collaboration. While personal connections can enrich the work experience, it is vital to understand the nuances that differentiate professional relationships from personal ones. This session will clarify these distinctions, emphasizing how a professional approach fosters trust, respect, and efficiency, ultimately contributing to a more focused and productive work setting for all individuals involved.

 **Activity: Group discussion on examples of professional vs. personal interactions.**

### 2. Setting and Respecting Boundaries

Clear boundaries are fundamental to healthy professional interactions, safeguarding both individual well-being and team cohesion. This section will guide you on how to establish and communicate your personal and professional limits effectively, ensuring that interactions remain respectful and appropriate. We will also explore strategies for recognizing and honouring the boundaries set by your colleagues, which is key to preventing misunderstandings and fostering an environment of mutual regard.

 **Activity: Role-playing exercise on setting boundaries.**

### 3. Managing Difficult Colleagues

Navigating interactions with colleagues who may be challenging requires specific skills and a calm approach. This session will equip you with evidence-based strategies for managing disagreements, differing work styles, and communication barriers constructively. We will focus on maintaining composure, employing active listening, and seeking common ground to resolve issues effectively, thereby minimizing workplace friction and promoting a more collaborative atmosphere.

 **Activity: Case study analysis of managing difficult workplace scenarios.**

#### 4. Building Positive Work Friendships

Positive relationships with colleagues can significantly boost morale, creativity, and overall job satisfaction. This segment focuses on cultivating supportive and friendly connections that enhance teamwork and mutual understanding. We will explore how to build rapport, offer genuine support, and engage in positive social interactions that strengthen professional bonds without crossing into inappropriate personal territory.

 **Activity: Pair-share on qualities of a good work friend.**

#### 5. When Workplace Relationships Become Problematic

Sometimes, workplace relationships can escalate beyond simple disagreements, impacting productivity and well-being. This section will help you identify the signs of potentially problematic relationships, such as persistent conflict, exclusion, or unprofessional conduct. We will discuss proactive steps and internal resources available to address such situations constructively and maintain a healthy work environment.

 **Activity: Brainstorming solutions for hypothetical problematic relationship scenarios.**

#### 6. Sustaining Healthy Connections

Maintaining positive and productive relationships is an ongoing process that requires continuous effort and awareness. This final section will consolidate the learnings from previous modules, providing a framework for consistently nurturing healthy connections. We will emphasize the importance of open communication, empathy, and a commitment to professional conduct in building a resilient and supportive workplace culture that benefits everyone.

 **Activity: Individual reflection and commitment to one relationship-building action.**

## Action Plan

Concrete steps for implementation.

Action	Owner	Timeline	Notes
Communicate the programme's objectives and benefits to all employees.	HR/Manager	Week 1	Ensure clear understanding of programme goals and expected outcomes for all participants.
Schedule and promote the 'Cultivating Thriving Workplace Connections' programme.	HR	Month 1	Utilize internal communication channels to maximize employee participation and awareness.
Facilitate interactive sessions focusing on boundary setting and managing difficult colleagues.	Manager	Week 2	Encourage active participation and practical application of learned skills during sessions.
Provide resources and follow-up materials on maintaining professional relationships.	HR	Month 1	Offer easily accessible guides and tips for ongoing reference and reinforcement.
Encourage managers to model positive relationship-building behaviours.	HR/Manager	Month 2	Managers should actively demonstrate respectful communication and collaboration in their teams.
Integrate principles of healthy workplace relationships into company values and performance reviews.	Leadership	Quarter 1	Embed these principles into the organizational culture for long-term impact and reinforcement.

## About Manas



### Dr. Priya Dubey Sharma

Founder & Consulting Psychologist | Applied, Organizational & Behavioural Psychologist | PhD | 18+ Years

Dr. Priya Dubey Sharma brings 18+ years of applied psychology to corporate wellness. She has worked with SBI, educational institutions, and corporate teams across India. Her evidence-based approach combines CBT, mindfulness, and culturally contextualised psychology for measurable outcomes. She is the creator of the Performance FOMO Index™ and the High-Functioning Distress Framework™.

### Manas – Center for Mental Wellness & Counselling

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**Disclaimer:** This document has been prepared by Dr. Priya Dubey Sharma – Founder & Consulting Psychologist (Applied, Organizational & Behavioural Psychologist, PhD, 18+ years), Manas – Center for Mental Wellness & Counselling (UDYAM-MP-10-0120839). Content is for programme overview and educational purposes only. Nothing herein constitutes legal advice regarding POSH Act compliance – organisations should consult qualified legal counsel for specific legal guidance. For clinical or psychological support, please reach out to the Manas Team for personalised guidance, or consult a qualified Psychiatrist or licensed mental health professional. © 2026 Manas – Center for Mental Wellness & Counselling. All rights reserved. Confidential – prepared specifically for the named organisation. For queries: [manu@manas365.com](mailto:manu@manas365.com) | +91 99818 13224