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Tips on How to Increase Your Likeability

-Talk with people, not at them: Engage everyone so that all co-workers feel like they are contributing to the overall effort. Make eye contact, ask questions and get input from others on various topics.

-Build relationships: Build valuable relationships with your co-workers by doing more than asking questions about what they do, instead ask questions about what they think, want and hope to accomplish.

-Communicate effectively: Internal communication is extremely important in today's workplace. Effective communication between managers and staff improves the performance of an organization and reduces the opportunity for confusion and misinterpretation.

-Be a good leader: It is important to be motivating and inspiring. People are more receptive when a leader is flexible, enthusiastic, open and approachable.

-Embrace teamwork: Being part of work-oriented teams and creating team spirit can be rewarding. Productivity improves when employees feel they are a part of the company and can make a difference.

-Improve your image: Consider enrolling in a Dale Carnegie Training course or seminar such as "Creating an Executive Image that Wins Friends and Influences People" or "How to Build Positive Relationships at Work." These courses give you the opportunity to learn how to build rapport and gain the trust of your colleagues. You can find more information on www.dalecarnegie.com.

-Create a good work environment: Keep employees happy by giving emotional rewards such as compliments. This will generate good company morale and confidence builders among employees. People work more efficiently when they feel appreciated and encouraged.