SUCCESS+

PROFESSIONAL TRUST-BUILDING GUIDE

Strengthen Your Professional Network

Your professional reputation is a series of relationships between you and those in your professional sphere.

Trust fosters positive perceptions and solidifies your standing amongst your coworkers and those within your industry.

This professional trust-building guide details strategies and best practices for reflecting and nurturing strong connections to better serve you and your career ambitions.

Remember, trust is earned and maintained, not given.

It's a matter of:

- Following through on commitments, big and small
- Sharing thoughts and feelings honestly and respectfully
- Valuing each other's perspectives and boundaries

Modify the following exercises to the specific needs and dynamics of each relationship.

Foster Trust in Your Professional Skills

Cultivate confidence in your competence and expertise.

⏩ Shift Your Mindset

Discover the differences between **self-judgment** and **self-discernment**.

Self-Judgment:	Self-Discernment:
Criticizing yourself for mistakes and shortcomings can hinder your chances for professional growth.	Adopting a growth mindset and viewing challenges as opportunities for learning and development will allow you to stay positive and focused.

👤 Reflect on the Bonds That Shape You

What are my professional strengths?

In what areas of my job do I feel least capable?

What would my professional life look like if I fully trusted myself?

Would I trust myself if I was my own boss? Why or why not?

❦ Mantras of Self-Belief

Write the following down, or speak them aloud:

I deliver on my promises.

I am transparent and ethical in my actions.

I am accountable for my mistakes and take responsibility for them.

⫞ Trust-Building Exercises

Skill Inventory

Create a comprehensive list of all your professional skills, both hard and soft skills, to help you recognize your strengths and build confidence in your abilities.

Hard skills are specific, teachable abilities that can be measured and are often related to a particular job or task (e.g., coding, financial accounting, foreign language proficiency, etc.).

Soft skills are personal attributes and interpersonal skills that enable individuals to interact effectively and harmoniously with others (e.g., communication, critical thinking, time management, etc.).

The Accomplishment Journal

Regularly document your professional accomplishments, no matter how small.

⫴ Trust–Building Exercises
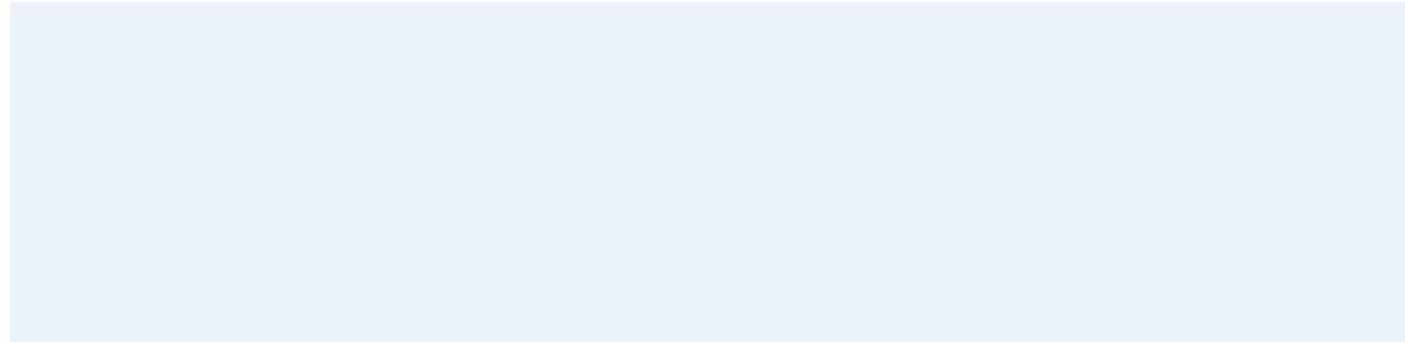
Stretch Goal Crushing

Identify a challenging but attainable professional goal that requires you to step outside your comfort zone. Break it down into smaller, manageable tasks. As you achieve each task, celebrate your progress and acknowledge your growing capabilities.
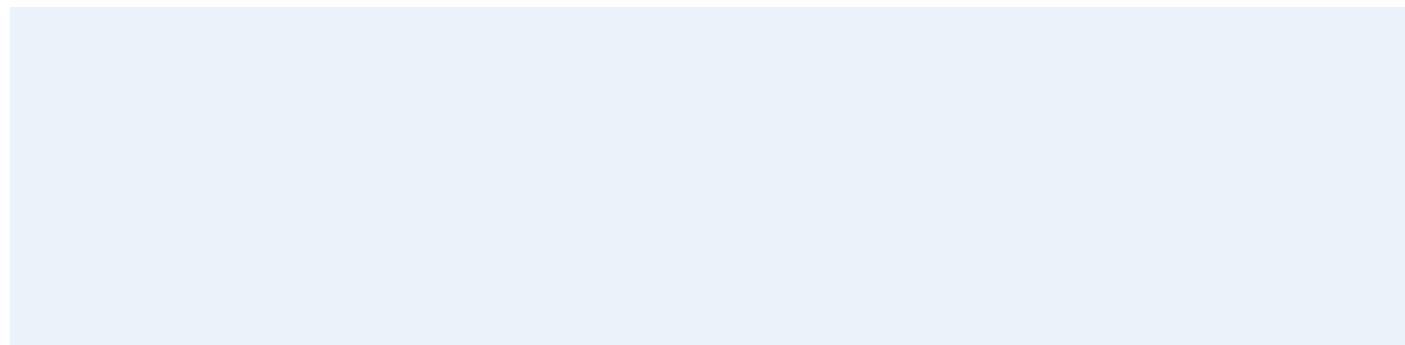
Stretch Goal:

Smaller, Manageable Tasks:

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

How will you treat yourself when you accomplish each small task?

How will you reward yourself when you accomplish your stretch goal?

As you embark on this journey of professional growth, remember that progress is not always linear. There will be moments of challenge and perhaps even setbacks. This process is more than just about achieving the end result. It's about the journey of growth and the person you become along the way. Embrace each challenge, enjoy the journey, and celebrate every accomplishment!

Strengthen Your Watercooler Rapport

Build trust at the office between your peers.

⏩ Shift Your Mindset

Discover the differences between judgment and discernment for relationships with peers.

Judgment: Rushing to conclusions about a coworker's intentions or actions can harm professional relationships.	**Discernment:** Taking the time to understand a coworker's perspective and communicating openly can strengthen professional bonds.

⛊ Reflect on the Bonds That Shape You

How would I describe the level of trust within my team regarding task completion and quality?

Do I feel comfortable sharing my ideas and opinions with my coworkers? Why or why not?

What strategies for collaboration have I found most effective with my coworkers, and why?

When was the last time I felt truly vulnerable with a coworker, and what prompted that feeling?

❧ Mantras for Trust Between Coworkers

Write the following down, or speak them aloud:

Let's create a workplace where trust and respect are the norm.

I'm committed to open and honest communication with my colleagues.

Together, we can achieve more than we can alone.

⫼ Trust-Building Exercises

Shared Meals

Have lunch or dinner together to foster casual conversation and camaraderie. Sharing a meal can break down barriers and create a more relaxed atmosphere.

Mirror Exercise

Stand facing each other and mimic each other's movements. This activity promotes empathy, understanding, and the ability to connect with another person's energy.

▼ Improv Theater

Improv encourages quick thinking, adaptability, and a willingness to take risks. By embracing the unknown and supporting each other, team members can build trust and strengthen their bonds. It's also a fun and engaging way to relieve stress, boost morale, improve teamwork, and foster communication.

- **What You'll Need**
  - ☐ A willingness to be silly
  - ☐ A space to perform
- **How It Works**
  Play games like:
  - ◦ Scene Work: Create spontaneous scenes based on suggestions from the group.
  - ◦ Character Work: Develop unique characters, and improvise interactions.
  - ◦ Storytelling: Collaboratively build a story, one sentence at a time.

> **Remember:** The skills you've honed in this playful environment can be applied to any challenge you face. Let's continue to foster this spirit of collaboration and innovation in our daily work!

Open Doors Reap the Rewards

Establish a solid foundation of trust between employees and leaders and vice versa.

⏩ Shift Your Mindset

Discover the differences between judgment and discernment when it comes to employee–employer relationships.

Judgment:	**Discernment:**
Forming hasty opinions about your leaders and/or your employees can decrease trust and damage professional respect.	Cultivating empathy, offering support, and communicating honestly and respectfully can build strong, trusting relationships.

👤 Reflect on the Bonds That Shape You

FOR THE EMPLOYEE

Do I trust my boss to provide clear expectations and support? Why or why not?	What actions make me feel valued and appreciated by my boss?	How often do I feel empowered to make decisions at work?

FOR THE LEADER

Can I rely on the employee to handle sensitive information with discretion? Why or why not?	How would I describe the employee's work ethic and commitment to the team?	What is an instance where I've entrusted this employee with a significant responsibility?

❁ Mantras for Fostering Trust Between Employees & Leaders

Write the following down, or speak them aloud:

We will keep our commitments.

We will foster a culture of continuous learning.

We will communicate openly and honestly.

⫟ Trust-Building Exercises

Appreciation Circles

Dedicate time for employees and leaders to publicly acknowledge and appreciate each other's contributions.

Delegation and Empowerment

Delegate tasks and empower employees to make decisions, demonstrating the leader's trust in their abilities.

▼ Coffee Catch-up: A 2-Way Street

Lay the foundation for a more fulfilling and productive work environment by prioritizing open communication.

- **What You'll Need**
  A list of clues such as:
  - ☐ Mutual respect
  - ☐ An open-mind
  - ☐ Time
  - ☐ A comfortable setting

For the Employee

- Initiate the Conversation: Take the lead and suggest a coffee chat. You could say something like: I'd love to chat about my career goals. Would you be open to grabbing a coffee next week?

- Share Your Perspective: Be open and honest about your work experiences, challenges, and aspirations.

- Seek Feedback: Ask your boss for constructive feedback on your performance and areas for improvement.

- Discuss Your Career Goals: Share your long-term career goals and ask for advice on how to achieve them.

- Active Listening: Pay close attention to what your boss is saying. Ask clarifying questions and show genuine interest.

- Follow Up: After the meeting, send a brief email to thank your boss for their time and summarize the key points of the conversation.

For the Leader

- Be Approachable: Encourage your employees to initiate coffee chats by being open and receptive.

- Listen Actively: Give your employees your undivided attention, and show genuine interest in what they have to say.

- Provide Feedback: Offer constructive feedback on your employees' performance, both positive and negative, while keeping the focus on growth and empowerment.

- Support Career Growth: Discuss your employees' career aspirations, and provide guidance and mentorship.

- Build Trust: Be honest and transparent with your employees, and keep your commitments.

- Show Appreciation: Thank your employees for their hard work and dedication.

Remember: The relationships you've nurtured are invaluable assets. Keep cultivating these bonds, and you'll harvest the benefits for years to come!

Nurture a Meaningful Mentorship

Foster strong mentor–mentee connections.

⏩ Shift Your Mindset

Discover the differences between judgment and discernment in mentor–mentee relationships.

Judgment:

Rushing to conclusions about a mentor's/mentee's intentions or actions can damage the relationship. It can lead to feelings of frustration, resentment, and a breakdown in trust.

Discernment:

Taking the time to understand a mentor's/mentee's perspective and communicating openly can strengthen bonds. By practicing empathy and active listening, you both can create a safe and supportive environment for growth.

👤 Reflect on the Bonds That Shape You

FOR THE MENTEE

Do I trust my mentor to provide honest and constructive feedback? Why or why not?

What kind of support do I receive when I bring up concerns and challenges with my mentor?

How often do I feel inspired and motivated by my mentor?

FOR THE MENTOR

How consistently does my mentee follow through on their commitments and deadlines?

Do I feel comfortable sharing my honest feedback with my mentee? Why or why not?

How would I describe my mentee's level of integrity and honesty?

❧ Mantras for Building Trust in a Mentorship

Write the following down, or speak them aloud:

We are committed to open and honest communication.

We value our relationship and will prioritize our time together.

We will be patient and understanding with each other.

⫟⊦ Trust-Building Exercises

Regular Check-Ins

Schedule regular check-ins to discuss progress, goals, and any challenges.

Celebrate Every Achievement

Acknowledge each other's accomplishments no matter how big or small.

▼ Book Club

Create a shared learning opportunity that fosters trust and inspires honest conversations and reflections.

- **What You'll Need**
  - ☐ Google Docs, Notion, or a book club app to share recommendations, discuss, and track reading progress
  - ☐ Calendar app to schedule meetings, deadlines for chapters, etc.
  - ☐ SUCCESS® Bestsellers List for book recommendations on trending topics in the professional world, updated monthly.
  - ☐ Open minds and hearts for respectful and engaging discussion

- **How it Works**
  1. Establish Shared Goals: Discuss individual and shared goals for the mentorship, including potential areas where reading can contribute to growth.
  2. Create a Shared Document: Set up a shared document on the chosen platform to track book recommendations, reviews, and discussion points.
  3. Consult the SUCCESS® Bestsellers List: Use the list to identify books that align with the mentee's interests and goals.
  4. Collaborative Decision-Making: Mentor and mentee should both be involved in the book selection process. This fosters a sense of ownership and shared excitement.
  5. Set a Reading Schedule: Both should agree on a realistic reading pace and deadlines to ensure timely discussions.
  6. Independent Reading: Encourage both mentor and mentee to read the chosen book independently, allowing for personal reflection and interpretation.
  7. Take Notes: Use a reading journal or digital notes to capture key insights, questions, and personal connections to the text.
  8. Schedule Regular Meetings: Plan regular meetings, either in-person or virtual, to discuss the book and share insights.
  9. Active Listening: Encourage active listening, empathy, and respectful dialogue during discussions.
  10. Open-Ended Questions: Use open-ended questions to stimulate deeper conversation and critical thinking.

> By following these steps and fostering a supportive and engaging environment, the book club can serve as a powerful tool for building trust, fostering intellectual growth, and deepening the mentor-mentee relationship!

SUCCESS®
LEADERSHIP LAB

Lead With Trust and Confidence

The best leaders know how to delegate and let the magic happen. Building that crucial rapport with your team involves mastering communication, trust, empathy, and more. Discover how to empower and drive tangible results in the SUCCESS® Leadership Lab, an 18-day virtual course that combines on-demand learning with live coaching to help you take immediate action.

RESERVE YOUR SEAT!