**Positive Relationships**

INSTRUCTIONS: Read the following paragraph and then answer the questions below.

Lee works for Ash Computer Electronics, Inc. She works in the word processing department and, generally, likes her job. She arrives at work around 8:50 a.m. most mornings. As work starts at 8:30 a.m., her co-worker, June, covers for her by answering her phone during this time. Lee is an excellent typist and feels a great deal of confidence in her ability. She often helps June and her co-workers. Lee’s best friend, Pam, works down the hall, and Lee will often leave her desk and stop by Pam's office for a "short" visit. Lee usually asks June to cover her leaving the office for the visit.

1. Has Lee developed positive relationships with her co-workers? How?
2. How do you think June feels about Lee?
3. List the ways that Lee is ignoring good human relations skills while dealing with June.
4. How could Lee improve her relationship with June