



The key to sharing workspaces? Respect!

Your Employee Assistance Program (EAP) offers useful advice

For a business or organization to do well, everyone has to work together as a team. But what if you're all in the same *workspace* together? Is it a challenge to stay friendly and productive when you share close quarters? The key is to respect each other's personal space — and to respect when your co-workers need a little quiet time to get their job done. Your Employee Assistance Program (EAP) can help you with pointers on understanding personal space and ideas for forming healthy work relationships.

Log on to anthemEAP.com this month to learn more:

- *Respect in the workplace*: how to keep things civil
- *10 ways to improve corporate culture*
- *Nonverbal communication*: what you're saying without speaking
- *Office etiquette*: manners make a difference

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