Concern and communication with colleagues are essential parts of work lives. How are we going to use more “nice language” to enhance our relationship at work?

“Nice Language” in the workplace includes 7 elements:

1. **Appreciation**: Fill the workplace with bliss by expressing your appreciation to colleagues, like “You are so efficient that I can count on you!”.

2. **Encouragement**: Try to encourage colleagues more by saying, “You have done a good job!”.

3. **Gratitude**: A simple “thank you” would bridge up the distance with colleagues.

4. **Expectation**: Clarify your expectation so as to reduce misunderstanding.

5. **Consolation**: Render assistance or consolation to colleagues whenever they most need help will facilitate them to bounce back.

6. **Understanding**: Acknowledge others’ feeling. “We all know you have done enough!”.

7. **Apology**: Don’t forget to apologize for your mistake appropriately.

Let’s start to practise one of the elements today to show your care and concern to your colleagues!