



Name of the Bundle	Proficient Bundle V1	Subject	Soft Skills
Topic	Workplace Relationship Management	Last updated on	18 August 2025

Multiple-choice questions (MCQs) on Workplace Relationship Management

1. Workplace Relationship Management focuses on ____.

- a. furniture
- b. positive relationships
- c. reducing hours
- d. employer profits

Ans: b. positive relationships

2. Workplace relationships can exist between ____.

- a. only customers and clients
- b. only managers and suppliers
- c. employees and employers
- d. government and organizations

Ans: c. employees and employers

3. Workplace Relationship Management mainly focuses on ____.

- a. Reducing expenses
- b. Enhancing communication and teamwork
- c. Boosting sales
- d. Controlling schedules

Ans: b. Enhancing communication and teamwork

4. What is the goal of Workplace Relationship Management?

- a. Increase pressure
- b. Create a harmonious work environment
- c. Focus only on profits
- d. Reduce teamwork

Ans: b. Create a harmonious work environment

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5. What do workplace relationships help shape?

- a. Overall work experience
- b. Company logo
- c. Employee dress code
- d. Office location

Ans: a. Overall work experience

6. What do workplace relationships directly influence?

- a. Furniture design
- b. Job satisfaction and productivity
- c. Office timings
- d. Salary structure

Ans: b. Job satisfaction and productivity

7. A group of people in a workplace becomes a team when they work towards a ____.

- a. personal target
- b. common goal
- c. random task
- d. individual benefit

Ans: b. common goal

8. Which of the following best defines teamwork in a workplace?

- a. Each person working for their own success
- b. Employees competing with one another
- c. People working together for a shared purpose
- d. A group working without coordination

Ans: c. People working together for a shared purpose



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9. Strong working relationships in an organization lead to_____.

- a. higher employee retention rates
- b. more employee resignations
- c. decreased job satisfaction
- d. frequent misunderstandings

Ans: a. higher employee retention rates

10. Which of the following is a benefit of positive workplace relationships?

- a. Decreased employee productivity
- b. Increased employee productivity
- c. More absenteeism
- d. Lack of cooperation

Ans: b. Increased employee productivity

11. What is one importance of good working relationships in the workplace?

- a. Increased conflicts
- b. Improved teamwork and collaboration
- c. Higher stress levels
- d. Reduced communication

Ans: b. Improved teamwork and collaboration

12. Which action helps in showing appreciation at the workplace?

- a. Ignoring colleagues' efforts
- b. Expressing gratitude and recognition
- c. Competing with colleagues
- d. Avoiding teamwork

Ans: b. Expressing gratitude and recognition



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13. What is one way to strengthen working relationships through social interactions?

- a. Skipping team events
- b. Avoiding casual conversations
- c. Participating in team-building activities
- d. Keeping all discussions formal

Ans: c. Participating in team-building activities

14. Being approachable in the workplace means _____.

- a. closing the door to avoid interruptions
- b. dismissing others' opinions
- c. encouraging open communication and ideas
- d. ignoring colleagues' concerns

Ans: c. encouraging open communication and ideas

15. Which of the following helps in building strong working relationships?

- a. Rarely talking to colleagues
- b. Communicating often
- c. Avoiding discussions
- d. Staying silent in meetings

Answer: b. Communicating often

16. Which habit should be avoided to maintain healthy working relationships?

- a. Sharing appreciation
- b. Participating in teamwork
- c. Gossiping about colleagues
- d. Supporting teammates

Ans: c. Gossiping about colleagues



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17. How can you strengthen your relationship with fellow team members?

- a. By competing with them
- b. By ignoring their problems
- c. By supporting them
- d. By criticizing them

Ans: c. By supporting them

18. What is an important quality to maintain trust in workplace relationships?

- a. Being inconsistent
- b. Being trustworthy and consistent
- c. Changing behavior frequently
- d. Ignoring responsibilities

Ans: b. Being trustworthy and consistent

19. Which of the following is an advantage of good workplace relationships?

- a. Lack of cooperation
- b. Motivation and support
- c. Increased conflicts
- d. Isolation

Ans: b. Motivation and support

20. Accountability in workplace relationships means ____.

- a. blaming others for mistakes
- b. avoiding responsibility
- c. taking ownership of tasks and actions
- d. ignoring team goals

Ans: c. taking ownership of tasks and actions



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21. Healthy competition in workplace relationships encourages ____.

- a. growth and improvement
- b. jealousy
- c. conflicts
- d. laziness

Ans: a. growth and improvement

22. Which of the following is a benefit of strong workplace relationships?

- a. Creative solutions
- b. Repeated mistakes
- c. Misunderstandings
- d. Less innovation

Ans: a. Creative solutions

23. One major benefit of workplace relationships is ____.

- a. increased workload
- b. shared workload among team members
- c. taking all responsibilities alone
- d. unequal distribution of tasks

Ans: b. shared workload among team members

24. Which of the following is a benefit of workplace relationships?

- a. Better understanding of each other's skillset
- b. Hiding individual strengths
- c. Working in isolation
- d. Ignoring team abilities

Ans: a. Better understanding of each other's skillset



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25. Which of the following is considered a workplace "Do"?

- a. Be helpful towards a colleague
- b. Take credit for others' work
- c. Ignore teamwork
- d. Spread gossip

Ans: a. Be helpful towards a colleague

26. What should you avoid doing in the workplace?

- a. Networking with people outside your cubicle
- b. Being flexible
- c. Taking credit for someone else's work
- d. Supporting your teammates

Ans: c. Taking credit for someone else's work

27. "Show up – be there in the moment" means an employee should_____.

- a. be present and engaged at work
- b. get distracted often
- c. avoid responsibilities
- d. work without focus

Ans: a. be present and engaged at work

28. Which of the following is a positive workplace "Do"?

- a. Remain isolated in your cubicle
- b. Network with colleagues beyond your cubicle
- c. Avoid interacting with others
- d. Restrict communication only to your immediate team

Ans: b. Network with colleagues beyond your cubicle



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29. Which action is considered unprofessional at the workplace?

- a. Communicating respectfully
- b. Popping chewing gum in front of coworkers
- c. Staying focused on tasks
- d. Maintaining office etiquette

Ans: b. Popping chewing gum in front of coworkers

30. Don't _____ to the workplace, as it may affect professionalism.

- a. bring emotions
- b. carry lunch
- c. wear an ID card
- d. use a computer

Ans: a. bring emotions

31. Leaving your moods at home helps you to _____.

- a. focus better on work
- b. bring emotions into the office
- c. create conflicts with colleagues
- d. reduce positivity at the workplace

Ans: a. focus better on work

32. Business handshakes for men and women should be_____.

- a. different in strength
- b. the same
- c. avoided in formal meetings
- d. only used with senior staff

Ans: b. the same

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33. Which of the following actions is not appropriate in the workplace?

- a. Greeting colleagues politely
- b. Pulling out a chair
- c. Maintaining professionalism
- d. Showing respect to everyone

Ans: b. Pulling out a chair

34. Which workplace gesture depends on the situation?

- a. Complimenting a woman's dress
- b. Greeting colleagues
- c. Praising good work
- d. Staying professional

Ans: a. Complimenting a woman's dress

35. Using technology in the workplace should be mainly for____.

- a. professional work
- b. personal entertainment
- c. gossiping online
- d. social media scrolling

Ans: a. Professional work

36. How does an employee show professionalism in the workplace?

- a. By being timely and truthful
- b. By being late and dishonest
- c. By being careless with deadlines
- d. By being secretive with communication

Ans: a. By being timely and truthful



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37. Which of the following is a good workplace practice?

- a. Be accountable and responsible
- b. Blame others for mistakes
- c. Hide important information
- d. Avoid taking ownership

Ans: a. Be accountable and responsible

38. Which of the following actions is considered unprofessional in the workplace?

- a. Respecting others' personal space
- b. Violating others' personal and private space
- c. Maintaining professional boundaries
- d. Showing courtesy to colleagues

Ans: b. Violating others' personal and private space

39. Which of the following shows dedication as an employee?

- a. Giving extra energy and effort when needed
- b. Doing the bare minimum
- c. Ignoring urgent tasks
- d. Avoiding responsibilities

Ans: a. Giving extra energy and effort when needed

40. How can an employee show respect at work?

- a. Ignore the boss's decision
- b. Respect the boss's decisions
- c. Argue unnecessarily
- d. Disregard authority

Ans: b. Respect the boss's decisions

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