

Building Successful Work Relationships

Overview -

In this course, students will learn how to build co-operative trust-based relationships that enable them to work productively with other professionals, clearly communicating and respectfully harnessing their distinctive contributions.

Target Audience -

Professionals desiring to improve working relationships and maximize cooperation and productivity.

Course Objectives -

After completing this course, students will know how to:

- Describe the importance of effective work relationships
- Demonstrate professionalism through your behavior
- Identify the interdependencies between you and your colleagues
- Communicate effectively to create rapport and connect with others
- Build and maintain your network of professional relationships
- Use quality dialogue to focus discussion toward mutual outcomes
- Develop collaborative working relationships that achieve results

Course Outline -

1 - The Importance of Work Relationships

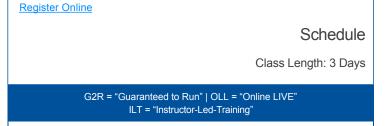
Supporting Effective Teamwork
Understanding the Value of Relationships

2 - Interpersonal Dynamics

Working with Ego States Being Effectively Assertive

3 - Demonstrating Professional Behavior

Developing Professionalism Valuing Respect, Reliability, and Results Comparing Attitude, Action, and Effect



Global COL

OLL

\$2,250.00

8:00AM - 4:00PM

04/05/21



4 - Mapping Your Work Network

Identifying Interdependencies Focusing on Purpose

5 - Bridging Work Styles

Identifying and Accepting Differences Adapting to Different Work Styles

6 - Building Your Network

Appreciating Needs and Values
Managing Your Network and Your Reputation

7 - Collaborating for Success

Fostering Collaboration Creating a Working Agreement Contributing to a Collaborative Culture

