CENTER FOR LEADERSHIP AND DEVELOPMENT

Building Successful Work Relationships | 3 Days

Individuals bring their unique talents, strengths, experiences, and outlooks to the workplace. Operating collaboratively, these diverse perspectives and styles deliver highly successful outcomes and create high-performing teams. In this course, you will learn how to build co-operative trust-based relationships that enable you to work productively with other professionals, clearly communicating and respectfully harnessing your distinctive contributions.

WHO SHOULD ATTEND:
Professionals desiring to improve working relationships and maximize cooperation and productivity.

JOB ROLES:
Personal Development
Leader of Teams/Projects
Leader of Managers/Departments

OBJECTIVES:
- 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:

The Importance of Work Relationships
    Supporting Effective Teamwork
    Understanding the Value of Relationships
Interpersonal Dynamics
    Working with Ego States
    Being Effectively Assertive
Demonstrating Professional Behavior
    Developing Professionalism
    Valuing Respect, Reliability, and Results
    Comparing Attitude, Action, and Effect
Mapping Your Work Network
    Identifying Interdependencies
    Focusing on Purpose

Bridging Work Styles
    Identifying and Accepting Differences
    Adapting to Different Work Styles
Building Your Network
    Appreciating Needs and Values
    Managing Your Network and Your Reputation
Collaborating for Success
    Fostering Collaboration
    Creating a Working Agreement
    Contributing to a Collaborative Culture

We Ensure Personal & Professional Growth Through:

TOPIC-SPECIFIC, REINFORCEMENT MATERIALS TO ENRICH YOUR JOURNEY
eBooks, On-Demand Courses, Quick Videos,
Personal & Team Assessments, Tools & Templates.

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