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Learning Style: Virtual Classroom

Technology:

Difficulty: Beginner

Course Duration:

Building Successful Work Relationships



About Course:

In the interdependent workplace, we rely on each other to get things done. A professional network isn’t something we can take for granted – mapping work relationships can be a complex task and understanding different behavioral styles takes effort - but it pays off! Good working relationships mean more than just reducing conflict and misunderstandings. It also means building trust, increasing influence, and benefitting from the knowledge and advice of co-workers and senior

managers.

Private classes on this topic are available. We can address your organization’s issues, time constraints, and save you money, too. Contact us to find out how.

This course has been approved for 14 PDUs | 14 CDUs

Course Objectives:

- Understand the importance of effective work relationships
- Identify the interdependencies between you and your colleagues
- Communicate effectively to create rapport and connect with others
- Engage with and maintain your network of professional relationships
- Use quality dialogue to focus discussion toward mutual outcomes
- Develop collaborative, trust-based relationships that achieve meaningful results

Audience:

- Professionals desiring to improve working relationships and maximize cooperation and productivity will benefit from this course.

Prerequisites:

- None

Course Outline:

The Importance of Work Relationships

- Expectations of Work Relationships
- The Value of Relationships
- Effects of Work Relationships

Mapping Your Work Relationships

- A Network of Relationships

- Mapping Work Relationships
- Languages of Appreciation

Identifying Interdependencies

- Clarifying Purpose
- Systems Thinking
- Analyzing Independencies

Bridging Work Styles

- Understanding Behavioral Styles
- Strengths and Trouble Spots
- Bridging Different Styles

Building Your Network

- Relationships, Communication, and Results
- Networking Principles
- Reputation Management

Collaborating For Success

- Understanding Personalities
- Aspects of Trust
- Recognizing Blind Spots