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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 Interdependencies

#### 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