Building Successful Work Relationships

Course Overview

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. Download the Course Outline and Information on Post-Class Content.

Upcoming Dates

Date	Time	Where
11/13/2019	9:00AM - 5:00PM	Online LIVE
12/16/2019	9:00AM - 5:00PM	Online LIVE
01/27/2020	9:00AM - 5:00PM	Online LIVE
04/01/2020	9:00AM - 5:00PM	Online LIVE
06/01/2020	9:00AM - 5:00PM	Online LIVE

Who Should Attend

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

Course 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

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

New Horizons® Computer Learning Centers

800.683.NHLS (6457)
nhls.com

Building Successful Work Relationships

800.683.NHLS (6457)
nhls.com