Developing Effective Working Relationships

Relationships can often seem like fragile things – especially in the workplace where they are often built and destroyed by the actions we take. However, by underpinning those relationships with a few simple principles, they can grow into something secure and lasting. This course explores work relationships by the actions taken and the behaviors that are exhibited at work. No matter what the education, experience, job title, if it's not possible to relate well with others, the work mission can never be accomplished.

Effective work relationships form the cornerstone for success and satisfaction with the job and career. How important are effective work relationships? Effective work relationships form the basis for promotion, pay increases, goal accomplishment, and job satisfaction.

Expected Accomplishments

- Develop a professional working relationship with team members
- Show a positive attitude towards the organization, peers and the customers, by practicing the proper techniques of positive attitude
- Apply the correct organizational ethics and values

Course Outline

- Being part of a team
- Responding to a request from colleagues
- Responding to requests and instructions from supervisors and higher management
- Work ethics and its impact on performance
- Positive/negative attitudes
- Welcoming visitors
- Skills required for establishing a professional relationship with customers

Who Can Benefit

Personnel from all sectors

Related Training

- Effective Presentation Skills
- Develop Your Talents and Strengths for Career Success
- Effective Negotiation Skills
- Managing Time and Stress
- The Professional Supervisor
- Teambuilding & Motivation At Work
- Effective Managerial Skills
- Utilizing NLP in the Workplace

Duration

2 days

Mode

Consultant led classes with individual exercises, communicative role-plays and group discussions

Prerequisites

Good communication skills

Course Code: COM-110

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