

HOW TO BUILD POSITIVE RELATIONSHIPS AT WORK

Good relationships help you get things done effectively and efficiently because relationships are the motor oil of the business engine. Good relationships smooth the way and allow you to drive toward success.

Building good relationships is both an art and a science. How to Build Positive Relationships at Work shows you how to use proven techniques to work with people – up, down and across the organization – in a positive manner to achieve your objectives and build career success.

LEARN HOW TO

- Build rapport and gain the trust of your colleagues
- Use diplomacy and tact to get things moving
- Understand the role of emotions
- Use 6 easy steps to maintain your cool
- Develop communication skills that foster collaboration
- See the situation from the other person's point of view
- Adapt to the personalities of others

WHO SHOULD ATTEND

Business people who want to avoid the relationship roadblocks that can impede their ability to get things done effectively and efficiently.

WHAT YOU WILL COVER

Module 1

Human Relationships: Why they rank No. 1 on the Job

Module 2

Recognizing and controlling the behaviors that can hold you back

Module 3

Getting promoted to the corner office; What really does it take?

Module 4

How you communicate tells others a lot about you

Module 5

Developing your listening skills

Module 6

Proven technique for improving work relationships



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