

## About the Course

Working with others can be the best part of going to work but it can also be a challenge. This impactful two day program will teach participants everything they need to know to work effectively with others. Not only will this enable them to achieve greater success in their jobs, but it will also ensure that they enjoy the interactions they have with others. By learning the key skills of collaboration and networking, individuals will be able to connect, develop meaningful relationships and achieve great work. By giving first and being helpful, individuals will participate in a system of reciprocity which will benefit themselves, others, and the organization.

**Duration:** 2 days

**Suitable for:** All levels

## Activities

### Day 1

- Understanding the 4 Cs of Collaboration
- The importance of emotional intelligence
- Building trust when working with others
- Seeking win-win outcomes
- Dealing with disagreement and conflict
- Recognizing team roles
- Inclusion and diversity

### Day 2

- Why Networking is important
- Assessing Networking Skills
- Identifying Opportunities and Customizing Approach
- Creating a Positive First Impression
- Memorable Intro
- Starting the Conversation
- Handling Tough Situations
- Following Up
- Organizing Network