

Building Respectful Workplace

One Day Guided Intervention

Course Description

Respect, trust, and integrity are more than words in a mission or values statement. They are the keys to a well-functioning, effective workplace.

In this course, we will define these competencies through behaviors, then study and practice the techniques to bring the successful behaviors into the workplace. We will help you understand and evaluate your own behaviors in the context of your interactions with others. You will learn the skills to practice effective behaviors yourself while drawing others to work with you in a like manner. You will also learn how to handle difficult behaviors and to encourage team-play. It is a fast-paced, highly energizing course that will help you develop work relationships based on mutual trust and respect, open yet tactful communications, and team-work.

Course Outcomes

- Design a plan to understand and build trust with others
- Better communicate with those who communicate differently from yourself
- Recognize how the strengths in our own personality type can be misunderstood by those of different personality types
- Expand from an individual understanding of respect to a more global understanding
- Recognize how people build alliances with people who are different from you
- Identify root causes for why others' work habits are in opposition and create a joint plan to work more harmoniously
- Recognize how our individual biases can produce negative reactions in others, creating a self-fulfilling prophecy of conflict
- Use the strengths from all different personality types to create a high performing team

Building Respectful Workplace

One Day Guided Intervention

Course Content

1. Introduction to Course

- Course objectives and road map
- Story: Respect is not always the easy answer!
- Signature exercise

2. What Exactly Is Respect?

- Case Study: Respect in the workplace
- The moral of the story: Respect has many meanings
- Respect at the organizational, process, and individual levels

3. Open Communication: Communicating with Honesty and Tact

- Honesty and Tact: You can't have one without the other!
- Organizational values and everyday behavior
- Personality inventory: Do they understand what you are communicating?

4. Teamwork and Caring for Others

- Discussion: Do we have any responsibility for the well-being of others?
- Dealing with a maverick employee
- Dealing with negative attitudes; fighting fire with a match
- Can morality be learned? Creating an environment of integrity at work
- The misfit team – dealing with the most difficult behaviors

5. Close Out

- Wrap-up and Q & A
- Game: Bringing respect back to work
- Action Plan

Building Respectful Workplace

One Day Guided Intervention

Target Audience

Individuals, teams, and organizations who wish to develop positive working relationship through increased mutual trust and respect and honest yet tactful communication. Employers who offer this course send a strong message of their commitment to a respectful workplace.

Other Details:

- Payment to be made within 15 days from the date of the invoice.
- All payments must be made by cheque/online transfer etc., drawn in favour of Sieger Training Consultants Pvt. Ltd. Sieger will charge on INR basis only.
- Overseas clients will have to take care of all the training materials directly as briefed by Sieger Training. However, Sieger can procure some (which can be transited) not all, on behalf of the client but any additional charges for custom clearance has to be taken care by client only.
- Facilitators Travel & Food have to be taken care by the client
- Clients will have to arrange LCD, Speakers, Mike on their own.
- Cancellation of confirmed programmes shall be intimated one week in advance else 50% of the total charges shall be applicable.
- Client will recognize the intellectual property rights of Sieger Training and such materials are not to be copied without prior written approval of Sieger Training.
- Take all responsible steps to hold all Sieger Training copyrighted materials confidential to Client.
- Guarantee that no training will be conducted using Sieger Training concepts or material is carried out for employees of Client and Client shall not use Sieger Trainer's without the knowledge of Sieger Training Consultants (P) Limited.
- Ensure that any materials of Sieger Training supplied to internal employee(s) are retained by Client and or returned to Sieger Training in the event that the employee(s) ceases to be employed by the company;
- Ensure that no substantive modification of course design or content occurs without the prior written permission of Sieger Training, which shall not be withheld unreasonably;
- Treat this agreement as confidential and not divulge its contents to third parties;
- Inform Sieger Training of any internal procedures for the payment of invoices.

Follow us on



Let's Stay In Touch [Click Here To Subscribe](#) SIEGER TRAINING INDIA Workshop Updates

Copyright (C) 2015, Sieger Training Consultants (P) Limited, All Rights Reserved.

SIEGER TRAINING CONSULTANTS (P) LIMITED

Plot No: 106, Bharathiyar St – Chellappa St Junction, Visalakshi Nagar, Santhosapuram, Chennai – 600073. Tamil Nadu, INDIA.

Ph: +91 44 22781335, +91 44 42837167, HP: +91 9500120969, +91 9500129901, +9840097567, +91 9840059445

Email: training@siegergroups.com | Visit us at: www.siegergroups.com