

FORGING PRODUCTIVE RELATIONSHIPS

Do you find that it's easier to do the job yourself rather than delegating some of the responsibility to others? Is your intended information often misinterpreted? Are you avoiding individuals because speaking with them is unpleasant? How do you amicably resolve conflict between co-workers? Is professionalism the norm or do "Power Plays" rule the office? During this three hour presentation, Linda Sloan will discuss how to engage and forge productive working relationships. Topics to be discussed include:

- ✓ Situations that push you out of your comfort zone;
- ✓ Type A-B Personality;
- ✓ Passive, assertive and aggressive behaviors;
- ✓ Making a connection;
- ✓ Communicating clearly;
- ✓ Professionalism and "Power Plays;"
- ✓ Conflict management styles; and
- ✓ Steps in conflict management resolution.



When: Thursday, August 24, 2006 – 9:00 a.m. until 12:30 p.m.
Who: ALL county officials and employees including department heads, supervisors, and line employees.
Where: ETV Channel 310
Speaker: Linda Sloan, Taylor & Associates

TO PARTICIPATE IN THE TELECONFERENCE, YOU SHOULD:

- **Identify a "Coordinator" to be the official contact for the county.** He/she will arrange all of the logistics prior to the teleconference and be on-site the day of the event.
- **Contact the nearest satellite viewing site** and arrange equipment, seating, phone access, VCR (to tape for later broadcast), etc.
- **Mail an interoffice memo** to all Department Directors from the Administrator encouraging participation.
- **Complete the attached form** to report the number of employees who will participate from your county and FAX it back to Lisa Maseng at 803-252-0379.
- **Arrive at the satellite viewing site by 8:30 a.m.** and confirm that all equipment is working properly and that the phone is operating.
- **Identify a "Facilitator"** and encourage viewers to call in with questions and comments.
- **RELAX** and enjoy!