Getting to Yes: Relationship Building 101
Planning Worksheet

What are you going to do when you get back to work on Monday? Are there some relationships you want to start building? Start with the actions that you identify today!

Relationship: **Coworker**	
Who is this person?	
Identify two direct actions or behaviors you can do to begin building a better relationship.	

Relationship: **Someone outside your department**	
Who is this person?	
Identify two direct actions or behaviors you can do to begin building a better relationship.	

Relationship: **Professional Organization**	
Who is this person or organization?	
Identify two direct actions or behaviors you can do to begin building a better relationship.	

Relationship: **Community**	
Who is this person or organization?	
Identify two direct actions or behaviors you can do to begin building a better relationship.	

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Resources

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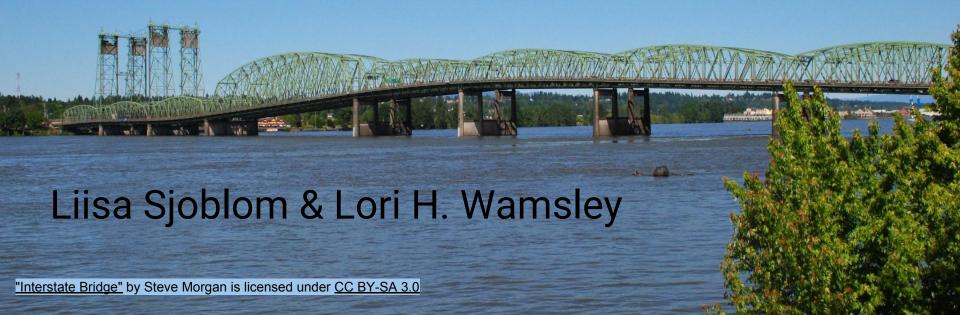
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For Additional Questions

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Getting to Yes: Relationship Building 101

Liisa Sjoblom & Lori H. Wamsley

Relationship Building 101: Overview

- Why?
- Challenges to Relationship Building
- Strategies & Examples
    - Coworkers/Colleagues
    - Organization
    - Professionally
    - Community
- Next Steps

Relationship Building 101: Why?

What's in it for me?....and my library?

- Better work environment
- Support for your library and its mission
- Professional development of leadership skills
- Getting to Yes!

Relationship Building 101: Challenges

- I already do so many other things in my daily work.
- It is just me at my library.
- Who should I build relationships with?
- Interacting with others is exhausting for me.
- How do I begin?

Reflect & Share

What drew you to this session and what do you hope to gain?

What are some of the challenges you face in building relationships at your library?

Strategies & Examples: Coworkers/Colleagues

- Ask questions
- Volunteer to help them with projects
- Give support to their programs/projects
- Have informal get togethers (shared meals, after work, etc.)
- Assume best intentions

Strategize & Share

Identify a coworker/colleague with whom you would like to build a better work relationship.

What are two direct actions or behaviors you could do to begin building a better relationship?

Strategies & Examples: Organization

- Supervisor/Employee
  - Ask for help
  - Regular meetings/communication
  - Clarify expectations/Establish priorities
- Outside your Department/Unit/District
  - Identify and introduce yourself to the people that you support and who support you

Strategize & Share

Identify a supervisor/employee or someone outside your department with whom you would like to build a better work relationship.

What are two direct actions or behaviors you could do to begin building a better relationship?

Strategies & Examples: Professional

- Identify Support from Professional Colleagues
  - Join an affinity group
  - Engage or become a mentor
- Become Active in Professional Organizations
  - Volunteer for committees & boards
  - Present at a conference
  - Organize your own affinity group

Strategize & Share

Identify a professional colleague or professional organization with whom you would like to build a better work relationship.

What are two direct actions or behaviors you could do to begin building a better relationship?

Strategies & Examples: Community

- Prepare an elevator speech
- Research and identify groups to engage with or join
    - Community organizations
    - Businesses
    - Community leaders
    - Networking opportunities
    - Civic organizations
    - Local government

Strategize & Share

Identify an individual or group in your external community with whom you would like to build a better work relationship.

What are two direct actions or behaviors you could do to begin building a better relationship?

Relationship Building 101: Next Steps

- You identified actions, now:
    - Make a timeline for yourself to do them and...
    - Begin!
- Remember, this something you can work on every day.
    - It is an ongoing process - relationship building is never "done"!
    - When you meet your goals, make new ones or identify new people/groups to begin to build relationships

Questions?

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Additional Resources

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