

COURSE OUTLINE

Division: Centre for Leadership and Community Learning

Program: Individual Management and Leadership Elective Courses

Course Code: MGMT 142

Course Title: Building Workplace Trust

Course Effective Date:

Previous course code & title:

Required or Elective: Elective

Credits:

Total Course Hours (7):

Lab Hours (if any): **Practicum Hours (if any):**

Delivery methods:

- Face-to-face
- Interactive lecture
- Small and large group work
- Skill practice
- Video clips
- Reading assignments

Prerequisites:

Equivalent Course(s) within the JI:

Brief Description:

Trust. You have it with your family, your best friend and in your closest relationships. What about with your co-workers? In this one day workshop, Building Workplace Trust provides you with the necessary skills to develop trusting relationships in the workplace. Over time, the efforts that you make to establish trust will change your organization's culture, unleash your individual potential and create powerful teams. The workshop examines barriers to trust, the benefits and behaviours associated with being a 'team player' and effective communication skills. Participants will develop a vision for their job and workplace and learn to use their inner genius. Presented in a humorous way, the materials and exercises require the active participation of attendees.

Evaluation Profile: Complete/Incomplete

Passing Grade (if applicable): Complete

Evaluation Methods and Percentage of Total Grade:

100% Attendance and active participation in all classes

Learning Outcomes / Goals:

The main purpose of this one-day workshop is to provide employees with the communication skills and strategies necessary to form trust relationships. The course materials address the challenges facing employees by offering practical, realistic solutions.

Learning Objectives:

Upon successful completion of this course, the participant will be able to:

Describe the benefits and behaviours associated with being a ‘ team player’;
Communicate effectively with peers and supervisors;
Develop a vision for their job and workplace;
Overcoming specific barriers to trust
Discover and learn to use your inner genius;
Learn specific, proven ways to build trust in the workplace.

Course Topics/Content:

Responsibility of Team Members
Communicating as a Team
Examining the Power of Positive Thinking;
Examining Barriers to Building Trust
Unleashing creativity
How Provisional Trust becomes Institutional Trust
5 Strategies for Building Workplace Trust that you will use

Text and Resource Materials:

Required:

Recommended:

Comments and Course Policies:

Evaluations:

Learners must actively participate in class and attend all classes. The passing grade for the course is “Complete”.

Attendance:

100% attendance required

Academic Code of Conduct:

Student must comply with the JIBC’s policy on academic conduct.

Acts of misconduct subject to penalty include, but are not limited to:

- Attempting to gain admission into a program by using fraudulent means
- Plagiarism - presenting the ideas or works of another person as one's own
- Cheating
- Disruption of instructional activities - including student conduct which substantially interferes with classroom, lab, or field activities