

## Design Document

Topic	Building Positive Work Relationships
Audience	School staff and teachers
Course Objective	By the end of the course, students can develop and apply effective communication skills, including active listening, empathy, and clear and respectful communication, to build positive work relationships.
Modality	E-learning/self-paced modules and In-person training
Measurement	By the end of the course, students can develop and apply effective communication skills, including active listening, empathy, and clear and respectful communication, to build positive work relationships.

Topic	Audience	Learning Objectives	Modality	Measurement
<i>Topic to be covered during the training</i>	<i>The target audience for the topic</i>	<i>Learning objectives for that topic</i>	<i>The modality you'll use to teach that topic</i>	<i>How success will be measured</i>
Introduction: Benefits of strong work relationships	All school staff and teachers	Students will be able to understand why it's essential to build and maintain strong work relationships	E-learning module/self-paced	Knowledge-checks and assessment scores. Completion rates
Introduction: Foundations of Positive work relationships	All school staff and teachers	Students will be able to understand the factors contributing to strong work relationships, such as effective communication, trust, mutual respect, and shared goals.	E-learning module/self-paced	Knowledge-checks and assessment scores. Completion rates
Introductions: Benefits and foundations for strong relationships	All school staff and teachers	Students will develop strategies for building and maintaining strong work relationships, including effective communication	In-person learning.	Participation and completion rates.  Feedback Survey

		techniques, conflict resolution strategies, and networking skills.		Performance Improvement
Trust, respect, and teamwork: Treating others with respect	All school staff and teachers	Students will understand why treating others with respect is essential, including how it can foster positive relationships, promote inclusivity, and create a healthy work or learning environment.	E-learning module/self-paced	Knowledge-checks and assessment scores. Completion rates
Trust, respect, and teamwork: Fostering Trust and Team work.	All school staff and teachers	Students will understand why trust is essential in the workplace, including how it can improve relationships, increase productivity, and create a positive work environment.	E-learning module/self-paced	Knowledge-checks and assessment scores. Completion rates
Trust, respect, and teamwork:	All school staff and teachers	Students will apply their knowledge of teamwork and trust to real-world scenarios, such as team projects or work situations, to demonstrate their understanding of how to effectively work collaboratively as a team and build trust among team members.	In-person training	Participation and completion rates.  Feedback Survey  Performance Improvement
Communication: strategies of effective communications and disagreeing respectfully	All school staff and teachers	Students will understand why effective communication is essential for building relationships, resolving	E-learning module/self-paced	Knowledge-checks and assessment scores. Completion rates

		conflicts, and achieving goals, and why disagreeing respectfully is important for maintaining positive relationships and fostering innovation.		
Communication: Working With Different Communication Styles/ Art of Listening	All school staff and teachers	Students will understand why it is important to be able to work effectively with different communication styles and why active listening is a key component of effective communication.	E-learning module/self-paced	Knowledge-checks and assessment scores. Completion rates
Communication:	All school staff and teachers	Students will apply their knowledge through real-world scenarios, using communications strategies such as active listening, and disagreeing respectfully.	In-person training	Participation, and completion rates.  Feedback Survey  Performance Improvement
SELF-AWARENESS AND ACCOUNTABILITY: Managing emotions and setting boundaries	All school staff and teachers	Students will be able to understand why it is important to manage their own emotions and set boundaries in the workplace, including how it can improve relationships, reduce stress, and increase productivity.	E-learning module/self-paced	Knowledge-checks and assessment scores. Completion rates

<p>SELF-AWARENESS AND ACCOUNTABILITY: Taking accountability over words and actions</p>	<p>All school staff and teachers</p>	<p>Students will develop strategies for taking accountability in the workplace, such as owning up to mistakes, apologizing sincerely, and taking action to correct any negative impact.</p>	<p>E-learning module/self-paced</p>	<p>Knowledge-checks and assessment scores. Completion rates</p>
<p>SELF-AWARENESS AND ACCOUNTABILITY</p>	<p>All school staff and teachers</p>	<p>Students will apply their knowledge of self-awareness and accountability to real-world scenarios, such as workplace challenges or personal relationships, to demonstrate their understanding of how to create a positive work environment through self-awareness and accountability.</p>	<p>In-person training</p>	<p>Participation, and completion rates.  Feedback Survey  Performance Improvement</p>