Course Title: Interpersonal Dynamics at Work: Develop a “User Guide”
Course Code: WSP 35
Instructors: Whitney Birdwell and Jeff Buenrostro

Course Summary:
The goal of this workshop is to create high-functioning relationships for optimal results at work through self-awareness and authentic communication.

*Please see course page for full description and additional details.

Grade Options and Requirements:
- No Grade Requested (NGR)
  - No work will be required; no credit shall be received; no proof of attendance can be provided.
- Credit/No Credit (CR/NC)
  - Students must attend all class sessions.

*Please Note: If you require proof that you completed a Continuing Studies course for any reason (for example, employer reimbursement), you must choose the Credit/No Credit option. Courses taken for NGR will not appear on official transcripts or grade reports.

Suggested Readings:
- Pre-workshop questionnaire will be provided as the First Assignment.
- Post-workshop reading recommendations will be provided on Day 2.

Tentative Weekly Outline:

Day 1:
1. Intentions: what matters to you
2. Bottlenecks: your roadblocks
3. Authenticity: who are you
4. Alignment: are your skills aligned
5. Core Values: your guiding principles
6. Self-Assessment: how are you doing

Day 2:
7. Aligned Action: leveraging your time at work
8. Sustainability: stress management
9. Productivity: time allocation
10. Effective Leadership: inspiring others
11. The User Guide: applying the framework
12. Authentic Communication: engaging others