



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

Please contact the Stanford Continuing Studies office with any questions
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