

## RELATIONSHIP MAPPING

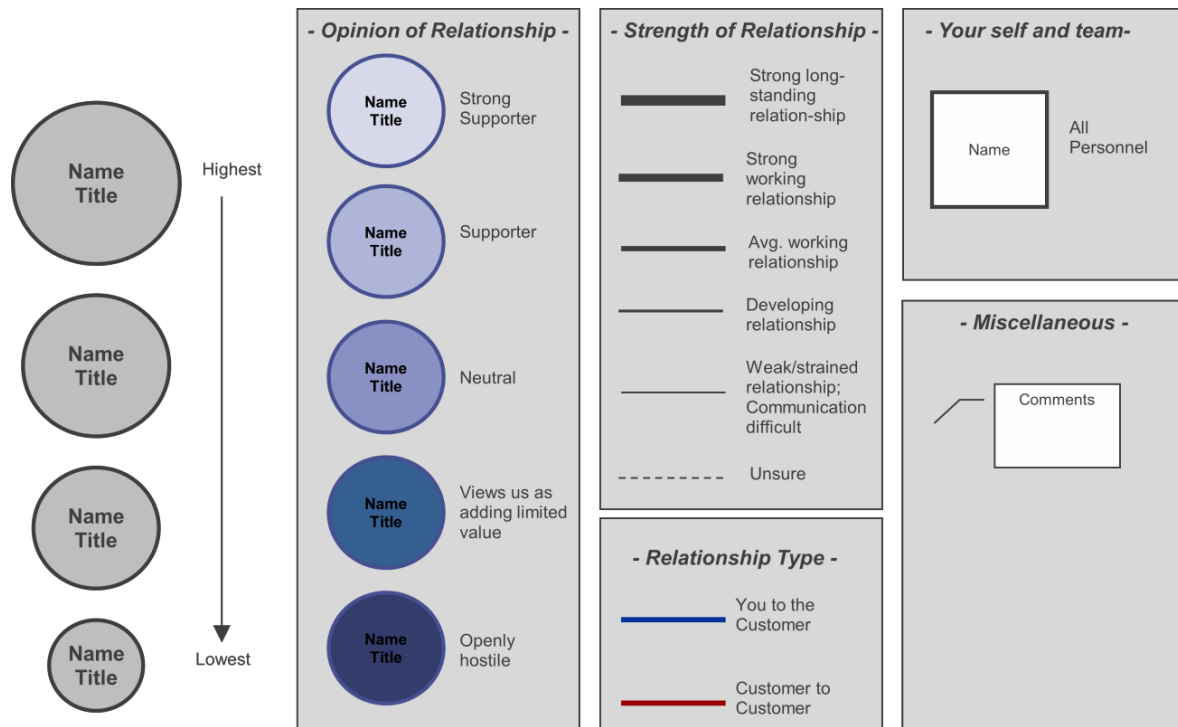
Use this method to analyze your relationships in the workplace to identify areas of opportunity and develop a plan for further building your network and building bonds.

<b>Step 1</b>	Identify those individuals within your circle of influence. Expand the table as needed to accommodate the number of individuals in your circle.
<b>Step 2</b>	Assess their level of influence within the organization from highest to lowest (use 1 as lowest and then increase the number to accommodate the number of individuals identified in Step 1.)
<b>Step 3</b>	Identify the opinion of relationship: <ol style="list-style-type: none"> <li>1. Strong supporter</li> <li>2. Supporter</li> <li>3. Neutral</li> <li>4. Views me as adding limited value</li> <li>5. Openly hostile</li> </ol>
<b>Step 4</b>	<ol style="list-style-type: none"> <li>1. Evaluate the strength of the relationship:</li> <li>2. Strong long-standing relationship</li> <li>3. Strong working relationship</li> <li>4. Average working relationship</li> <li>5. Developing relationship</li> <li>6. Weak/strained relationship; communication difficult</li> </ol>

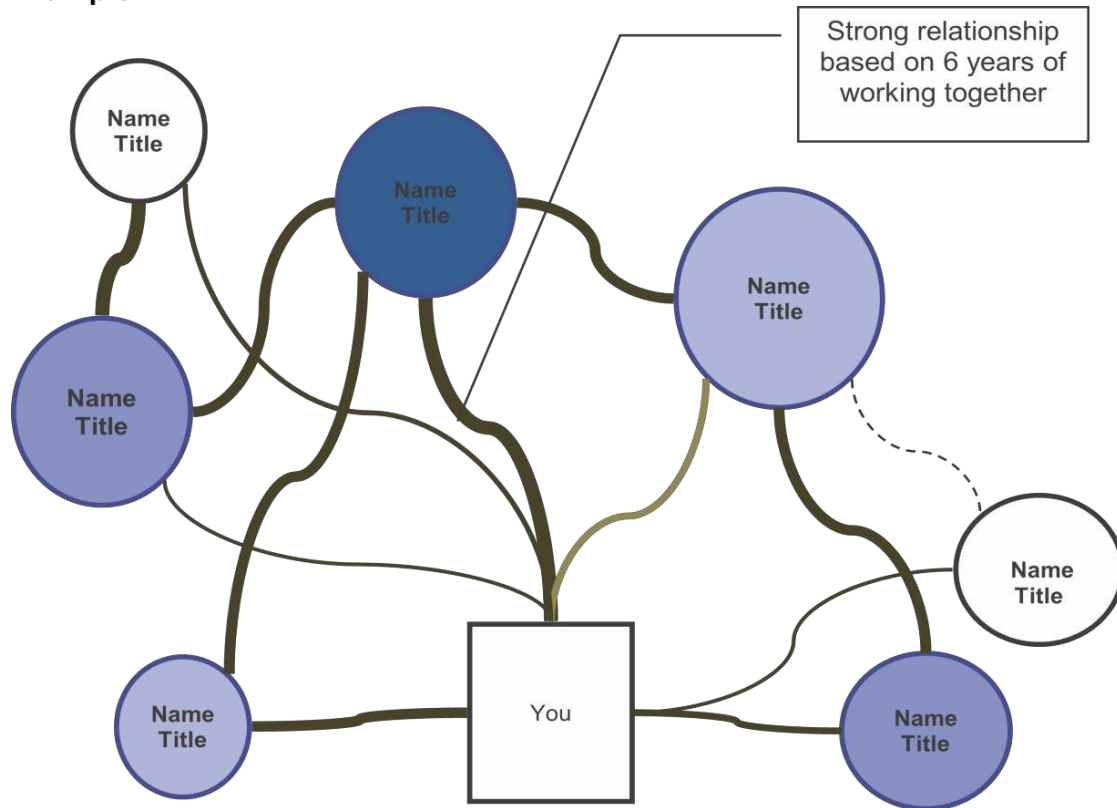
Use the following table to capture your current relationships.

	<b>Name and Title</b>	<b>Level of Influence</b>	<b>Opinion of Relationship</b>	<b>Strength of Relationship</b>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				

Use these symbols to map your personal work relationships.



**Example**



**Now, create a second map repurposed for your external network - development, marketing communications groups.**

With your relationships mapped, you can now focus on relationship building.

- ✓ Identify who you would like to add to your map, when, why and how.
- ✓ Use existing relationships for introductions to individuals you feel might be beneficial in your network.
- ✓ Consider which individuals would be the most beneficial to you and your goals. LinkedIn can be a great tool in expanding your connection and help you to build bonds.
- ✓ Remember: building bonds is reciprocal. Think about how you can support others and what you can offer them to nurture their relationships.

## High Trust Leaders >>

Source: Stephen M.R. Coveys  
*The Speed of Trust*

1. Talk straight and keep their word
2. Deliver results
3. Make and keep commitments
4. Listen and understand first
5. Demonstrate concern, respect and caring
6. Create transparency through being open and authentic
7. Make it right when they're wrong
8. Demonstrate loyalty to the absent
9. Continuously improve and seek out feedback
10. Tackle issues head-on
11. Clarify and renegotiate expectations
12. Create and expect accountability
13. Extend trust to others