

## Overview

This standard is about your competence in developing and maintaining effective working relationships with others. This may include colleagues, supervisors and visitors and may be frequent or infrequent. Both oral and written methods will be used. This standard is common to the Electrical, Mechanical and Instrument & Control disciplines.

This standard deals with the following:

1 Contribute to effective working relationships

During this work you must take account of the relevant worksite operational requirements, procedures and safe working practices AS THEY APPLY TO YOU.

Contribute to effective working relationships

---

**Performance criteria**

*You must be able to:*

P1 establish and maintain productive working relationships

P2 deal with disagreements in an amicable and constructive way so that good relationships are maintained

P3 keep others informed about work plans or activities which affect them

P4 seek assistance from others in a polite and courteous way without causing undue disruption to normal work activities

P5 respond in a timely and positive way when others ask for help or information

Contribute to effective working relationships

---

**Knowledge and understanding**

*You need to know and understand:*

- K1 you must have a working knowledge and understanding of how to create and maintain working relationships, and why it is important to do so
- K2 you must have a working knowledge and understanding of what the types of problems are that can affect relationships, and what actions can be taken to deal with specific difficulties
- K3 you must have a working knowledge and understanding of what your own and others responsibilities are with regards to lines of communication and responsibilities

## Contribute to effective working relationships

**Scope/range related  
to performance  
criteria**

1 The groups of people with which relationships should be maintained. Working relationships need to be fostered with other people with whom you come into contact as part of your work role either on a frequent or regular basis, or occasionally only. Typical relationships could be with:

- 1.1 Those for whom you have responsibility
- 1.2 Clients
- 1.3 Other disciplines
- 1.4 Security/safety personnel
- 1.5 Those to whom you are responsible
- 1.6 Colleagues
- 1.7 Suppliers

2 Effective working relations require communication with others. This could include:

- 2.1 Formal/informal
- 2.2 Written
- 2.3 Oral

Examples could include:

- 2.4 Tool box talks
- 2.5 Safety feedback
- 2.6 Complaints
- 2.7 Appraisals/performance reviews
- 2.8 Inductions
- 2.9 Production loop
- 2.10 Liaison between training and workplace contacts

### Scope/range related to knowledge and understanding

The Knowledge and Understanding levels expressed indicate the minimum level of knowledge and understanding sufficient to perform your role in a manner that would normally be associated with the minimum acceptable performance of a competent person undertaking your role.

The expression "working knowledge and understanding" indicates you are able to:

- 1 Identify and apply relevant information, procedures and practices to your usual role in your expected working environments needing only occasional recourse to reference materials
- 2 Describe, in your own words, the principles underlying your working methods. This does not mean the ability to quote "Chapter and verse". Rather you must know what supporting information is available, how

## Contribute to effective working relationships

<b>Developed by</b>	Cogent
<b>Version Number</b>	2
<b>Date Approved</b>	27 Mar 2018
<b>Indicative Review Date</b>	27 Mar 2022
<b>Validity</b>	Current
<b>Status</b>	Original
<b>Originating Organisation</b>	Cogent
<b>Original URN</b>	CO1
<b>Relevant Occupations</b>	Engineering and Manufacturing Technologies, Engineering Professionals, Manufacturing Technologies
<b>Suite</b>	Process Engineering Maintenance
<b>Keywords</b>	contribute, effectiveness, work, activities, relationships, role, develop