HUMAN SKILLS COURSE OVERVIEW

Course Category:
Improve Performance

Course Name:
Teamwork and Collaboration: *Achieve Impactful Results through Teams*

COURSE DURATION: 1 Day

Gauteng
3rd Floor, 34 Whiteley Road,
Melrose Arch
Johannesburg
2196

Gauteng
192 on Bram
192 Bram Fischer Drive
Ferndale, Randburg
Johannesburg
2160

Cape Town
1st floor, TBE, 3 Bridgeway,
Bridgeway Precinct,
Century City,
7411

Durban
9 Mountview Close
Broadlands
Mount Edgecombe
Durban
4302

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COURSE OVERVIEW

Attending the Teamwork and Collaboration course is essential for anyone looking to enhance their team dynamics and collaborative skills in a professional setting.

DELIVERY METHOD

Our courses have flexible delivery options:

- In-person classroom training at the Impactful training facilities
- Virtual instructor-led training
- Nationally on-site at the client

COURSE OBJECTIVES

This practical **one-day course** offers practical insights into forming, leading, and participating in high-performing teams. Participants will learn effective communication strategies, conflict resolution techniques, and decision-making skills crucial for today's diverse and fast-paced work environments.

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COURSE OUTLINE

Module 1: Introduction to teamwork
- Understand the importance of teamwork
- The evolution of teamwork in the modern workplace
- Activity: Ice-breaker exercises for team building

Module 2: Fundamentals of effective teams
- Characteristics of high-performing teams
- The role of diversity and inclusion in team dynamics
- Workshop: Assessing your team's strengths and weaknesses

Module 3: Communication skills for teamwork
- Effective communication techniques in teams
- Overcoming communication barriers
- Group Activity: Role-playing communication scenarios

Module 4: Collaboration and team dynamics
- The mechanics of collaboration in teams
- Managing conflicts and difficult conversations
- Case study: Analysis of successful collaborative projects

Module 5: Build trust and accountability
- How to foster trust within teams
- Cultivate accountability and responsibility
- Exercise: Trust-building activities

Module 6: Decision making in teams
- Strategies for effective team decision making
- Navigating groupthink and promoting diverse opinions
- Workshop: Group decision-making exercises

Module 7: Technology and virtual collaboration
- Leverage technology for team collaboration
- Best practices for virtual teams
- Practical Session: Using collaboration tools for a virtual project

Module 8: Measure team performance and success
- Metrics and KPIs for evaluating team success
- Continuous improvement in teams
- Group project: Design a team performance evaluation tool

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