



Working Effectively as a Team Workshop

Course Information

Half Day Workshop (4 Hours)

SSWEAT05 (course code)

Target Audience

This course will be of benefit to anyone who is wanting to gain new skills and understanding in the area of teamwork.

Overview

Most of us work with others either by partnering across functions as we perform our roles, or in workplace teams and we do it without the benefit of training. This workshop will help you develop new skills and review and sharpen existing teamwork knowledge.

Interaction fuels action. Effective teams have teammates who are constantly talking, and listening to each other.

Course Inclusions

Work book with activities and action plan

Certificate of attendance upon completion

Learning Outcomes

By the end of this course you will have gained knowledge of:

- What is a team?
- Why are effective teams important?
- What types of teams are there?
- Effective team processes
- Which processes are effective and when?
- Team cohesiveness
- Belbin's team roles
- How to be an effective team player
- Effective team communication
- Mind the interruption you're causing
- A supportive team environment
- Work-team effectiveness
- Managing team conflict
- Causes of conflict

Course Content

What is a team and teamwork? - The ability to not only understand what a team is and the ability to work as an effective team is crucial for any workplace. We look at what types of teams there are and the importance of teamwork.

Teamwork Roles and processes - Learning to be a good team player is so important. If you make a good impression, you never know what possibilities might open for you. We look at communication, team roles and different processes to help you become an effective team player!

Teamwork tools and processes - Throughout each section of the workshop you are provided tools and knowledge to assist you with becoming a teamwork star!