



# Team Working

Working towards a common goal is vital in establishing a positive company culture and ensuring business objectives are met.

Teams in the workplace take many forms and sizes, but should always be bound by common objectives so that they work together to achieve a successful outcome.

Working as part of a team – along with relationship building and effective communication - is therefore integral to a business's success.

## The Course

The Highfield e-learning Short Course in Team Working is designed to help your organisation understand the importance of good communication.

Learners on the course will learn what teamwork is, and the different types of team and group personalities. It will equip learners with the tools to build effective relationships, highlight positive and negative characteristics and what motivates a team. Finally, learners will understand the importance of self-analysis, reflection and the importance of feedback that ultimately leads to effective and efficient teamwork.

## Areas Covered

- What is teamwork?
- Working effectively with colleagues
- Establishing good working relationships
- Group composition and teamwork
- Group personalities
- Positive and negative communication characteristics
- Active listening
- Motivation
- Self-analysis
- Feedback
- Why it is important to handle criticism positively

## Who Is It Aimed At?

Highfield e-learning's Short Course in Team Working is ideal for all levels of employee within a business and as part of the induction process for new employees.

The course is also ideal for use as part of the on-programme element of the new apprenticeship standards and can support the knowledge, skills and behaviours apprentices need to effectively integrate into the workplace. No prior knowledge needed.

## Typical Duration

20 - 40 minutes.

## How It Works

Our e-learning is available to use on multiple platforms such as tablets, PCs and laptops. All you need is an internet connection. Learners simply log on to the Highfield Learner Management System (LMS) and work their way through the course, along with the scenarios that provide them with real-life context.

Learners are assessed at the end of the course by multiple-choice questions.

## Certification

Learners will receive a Highfield e-learning completion certificate, which is downloadable upon successfully finishing the course.