

Teamwork and Collaboration

Do you feel challenged working as a team?

Do you know how to collaborate with the team to maintain high performance?

What is the most effective way to manage the conflict in the team?

Introduction

We are in the workplace where the professionals rarely can work alone. Individuals who can build strong relationships and collaborate can earn more motivation and be effective in their work. This program is to enhance the collaboration skills and competencies of working in the team.

Program Objectives

This program aims to:

- Learn the strategies to form a team formation and development.
- Develop Communication management skills to enhance collaboration.
- Manage the complexities of the Interpersonal relationship and group dynamics.

Learning Outcomes

After completing this module, participants should be able to:

- To build and organize teams.
- Develop team communication and development plan
- Collaboration among the cross-functional teams.
- Managing conflict in groups to build productive professional relationships
- Assess team effectiveness and success

Who should attend?

Executive, mid-level and senior Management, or any of the stakeholder who are directly or indirectly involved in a team.

Program Outline

Time	Day One
9.00am–10.30am	Stage of team development In this module, participant will learn the stage of team development and benefit of collaboration. Also, the participant will also learn the tips of how to define the team objective and understand how the relationships affects the team.
10.30am-11.00am	Break
11.00am-1.00pm	How to build an innovative and Collaborative Team A high performance team needs the understanding between the team members. In this module, the participant will learn the method to understand inherent differences and design a team personality matrix to appraise the team strengths and weaknesses.
1.00pm-2.00pm	Lunch
2.00pm-3.30pm	Stakeholder Management (SA) Stakeholders were people who were interested and could be influenced in a project. Appropriate stakeholder identification and classification will help to reduce the conflict in the project. In this module, participants will learn the key steps to classify stakeholder and manage their expectation to ensure the project outcome was aligned and achieved.
3.30pm-4.00pm	Break
4.00pm-5.00pm	Interpersonal and Teamwork In this module, the participant will learn the technique of building trust with the team member. How to create the right environment for maintaining high collaboration. The participant will be involved in team building activities to learn the team building skill.

Time	Day Two
9.00am–10.30am	<p>Develop team communication plan</p> <p>Good communication is at the key success of great teamwork. Great teams communicate will make their members are happy to share innovative ideas and solution. In this module, the participant will learn to develop a communication plan to communicate effectively and move forwards as a team.</p>
10.30am-11.00am	Break
11.00am-1.00pm	<p>Art of Persuasion</p> <p>A team was usually formed by a group of individual or professional with different background. Art of persuasion was a skill to allow the participant to influence the other team member to agree on the common goal without major conflict.</p>
1.00pm-2.00pm	Lunch
2.00pm-3.30pm	<p>Creative and Innovative Conflict Solving</p> <p>In this module, participants would learn creative and innovative conflict-solving techniques. The participants would learn how to resolve the team conflict without impacting team collaboration. use the problem checklist, “go wild” and five whys.</p>
3.30pm-4.00pm	Break and Networking
4.00pm-5.00pm	<p>Team Rewards and Reorganization</p> <p>For a team to stay at top performance, you need to reward and recognize their contribution. Appropriate recognition will help to boost the energy of the team. In this module, the participant will learn the method to make others excited to work together.</p>
5.00pm	Closing