

# Teamwork, Research-Based Soft Skills Learning

Make teamwork more efficient

## Course Specifications

Course Number: A0B76-006\_rev1.0

Course Length: 4h 59min

### Teamwork is essential for organizational success

Teamwork is the collective effort of a group working together toward a shared goal or completing a task in an efficient and purposeful way. It involves individuals within a team collaborating to achieve common objectives. In today's workplace, the importance of effective teamwork is growing, as companies face increasingly complex challenges requiring creative problem-solving and efficient collaboration. The Teamwork Tutorial Package addresses these challenges in a scalable and cost-effective way.

### Our approach to developing teamwork

Developing teamwork requires creating effective practices. This involves examining team roles, discussing ground rules, and setting a common goal. Next, the focus shifts to team composition and interpersonal interaction. The process includes learning to value diversity as a strength and fostering a culture of respectful communication. Teams are also guided in navigating conflicts and disputes.

The next step is to enhance team execution and productivity by learning decision-making techniques and effective practices. Alongside this, teams evaluate and reflect on their performance while embracing a culture of experimentation.

With these foundations in place, teams can move on to the next key area of teamwork – strong colleagueship skills. These skills help improve day-to-day interactions, supporting the success of the entire organization. Initially, this involves understanding what makes a good colleague and then developing strong relationships through communication and mutual understanding. Teams also practice scenarios and reflect on how their behavior and mindset contribute to positive coworking.

### Why should teamwork be your main focus?

Developing teamwork helps teams better align with their goals and enhances their overall well-being. The benefits include:

- Increased commitment and job satisfaction
- Improved positive communication
- Enhanced adaptability and agility
- More effective problem-solving
- Greater innovation capability.

## The Teamwork Tutorial Package drives real change in team productivity

The Teamwork Tutorial Package offers a deep understanding of teamwork principles and provides concrete tools for improving team dynamics. Designed for professionals and managers, this tutorial package delivers a scalable solution for cost-effective team development.

We develop teamwork through researched knowledge, microlearning, and reflection:

**Research-Based Content:** Rest assured, the training is impactful because it is grounded in research.

**Microlearning:** The content is designed to fit into even the busiest schedules.

**Reflection:** Reflection ensures the learning translates into practice. Through self-reflection and shared reflection, employees explore what emotions the training evokes, what the skills mean to them, where they could be used, and how to successfully apply these skills in their work.

This approach creates genuine change – more productive, healthier teams working toward shared goals.

### Teamwork Tutorial package includes the following tutorials

#### **High Performing Team – Common Practices, Smart-Tutorial (1h)**

Work is done together. The quality of teamwork determines the end result and the atmosphere. This is the first part of our three-part High Performing Team -tutorial. In this tutorial, we focus on the most common challenges and most prominent solutions for teamwork. The course aims to develop team practices, consider team roles, discuss rules, and create a common goal.

#### **High Performing Team – Diversity and Interaction, Smart-Tutorial (1h)**

This is the second part of our three-part High Performing Team -tutorial. In this course, we will focus on diversity and interaction. We will discuss how to improve your team's atmosphere and encourage respectful interaction. In addition, you'll learn how to navigate conflict situations and recognize diversity as an asset!

#### **High Performing Team – Execution and Accomplishment, Smart-Tutorial (30 min)**

This is the third and final part of our three-part High Performing Team -tutorial. In this course we will focus on execution and accomplishment. Decision making is a process that acquires structure. Often, the team might be confused about whether they are discussing facts, goals, ways to move forward or objections. You'll learn how to boost decision making, how to evaluate your actions, and the benefits of trial and error.

#### **Digital Interaction & Virtual Teams – Develop Trust Online, Smart-Tutorial (1h 30 min)**

This tutorial focuses on ways to enhance your digital interaction and virtual teamwork. Pick up the keys to creating a useful communication strategy, interaction etiquettes, and building trust online!

#### **What Is Good Colleagueship?, Quick-Tutorial (4 min)**

Have you ever wondered what defines a great colleague? This video reveals that good colleagueship can be even more influential than leadership. Explore the four core pillars and four essential attitudes that form the bedrock of exceptional workplace relationships. Unlock the secrets to enhanced teamwork and a more positive work environment.

## Course Outline

### **Roles of Colleagues in Interaction, Quick-Tutorial (5 min)**

In this brief video, we explore the different roles that exist within the workplace and how they affect our interactions and teamwork. Have you ever considered how you can influence your colleagues' actions and promote better collaboration? The video explains how you can take on different roles in interaction and how it can enhance your work environment.

### **Common Misconceptions in Colleagueship, Quick-Tutorial (5 min)**

Have you ever wondered how many misunderstandings we encounter in the workplace? This video delves into this very topic and presents some of the most common factors that cause misunderstandings at work. Take a look at the video, and you'll be better prepared to handle future situations where misunderstandings may threaten to undermine the atmosphere and the quality of interaction!

### **Essential Skills in a Complex World, Quick-Tutorial (5 min)**

Today's work environment is intricate and unpredictable. With this video, you'll acquire the essential skills to adapt to workplace changes. Dive into the four meta-skills, taking your first stride towards improved teamwork and success in this complex world. Click on the video to discover how to tackle intricate situations, embrace diverse viewpoints, and fortify workplace collaborations

### **10 Methods to Strengthen Good Colleagueship, Quick-Tutorial (4 min)**

Are you looking to strengthen workplace relationships and foster better connections? In this video, we share 10 effective strategies for enhancing teamwork and colleagueship. We'll discuss topics like interactions, understanding, and gratitude. Choose a few of these strategies to implement and improve the atmosphere in your workplace!

### **Work Community and Colleagueship, Quick-Tutorial (5 min)**

This video offers profound reflections on how the functioning of a work community impacts our success at work. The video discusses the influence of individual roles, the management of complex social situations, and the multifaceted nature of organizations. It encourages to think about shared goals, values, mission, and various perspectives as the foundation of teamwork. Watch the video and take a step towards better workplace relationships and a more successful professional life!

### **Me as a Good Colleague, Quick-Tutorial (6 min)**

Curious about your role as a colleague? In this video, we explore ways to better understand your colleagues and improve the work environment. Discover insights on flexibility, the significance of attitude, and the diverse functions of your brain. Join us on a journey towards a more positive and collaborative work life.

### **Seven Quick-fixes of Good Colleagueship, Quick-Tutorial (4 min)**

This video presents seven tips to improve communication and collaboration within your workplace. With these quick tips, you'll learn how to adapt your own behavior, enhance understanding within your team, and strengthen workplace relationships. Watch the video and start implementing these tips right away!

### **Social Networking as a Colleague, Quick-Tutorial (3 min)**

This video addresses the challenges of today's work environment and offers insights into how we can successfully build and maintain collegial relationships in a changing world. The training covers the importance of quickly establishing connections, the value of social networks, and the significance of diverse perspectives. How does the changing world affect workplace interactions?

## Course Outline

### **Personality in Colleagueship, Quick-Tutorial (6 min)**

Are you interested in understanding how personality impacts workplace relationships? In this video, you'll explore five key personality traits and their effects within a work environment. You'll learn how these traits influence your behavior and interactions with others. As you delve into this topic, you can enhance collaboration and strengthen your professional relationships. Dive in and gain a better understanding!

### **Understanding Different Ways of Thinking, Quick-Tutorial (5 min)**

Do you want to learn to understand your colleagues better? People think differently primarily because circumstances and roles guide us to perceive situations in different ways. Recognizing different ways of thinking provides an opportunity to adjust our actions, show appreciation to others, and positively influence other people and collaboration.

### **Situational Difference Impacting Colleagueship, Quick-Tutorial (4 min)**

Are you interested in understanding how personality impacts workplace relationships? In this video, you'll explore five key personality traits and their effects within a work environment. You'll learn how these traits influence your behavior and interactions with others. As you delve into this topic, you can enhance collaboration and strengthen your professional relationships. Dive in and gain a better understanding!