

EFFECTIVE TEAM WORKING

HIGHFIELD ELEARING

SHORT COURSE

FACT SHEET

- Quick and Easy
- Flexible and Accessible
- Saves Time and Money
- Audited and Approved
- Accredited Option
- Bite-Size Sessions
- No Social Distancing



KEY DETAILS AT A GLANCE

Duration	20 - 40 minutes
Audience	Ideal for employee inductions, apprentices and employees at any level within the business.
Prerequisites	No prior knowledge needed
Certificated	Yes - Highfield Completion Certificate
Compatibility	Laptop/Desktop PC Internet Explorer 11 Microsoft Edge Google Chrome Mozilla Firefox Apple iMacs/Macbooks Safari Google Chrome Mozilla Firefox iPads Safari Google Chrome for Tablets Android/Windows based tablets Internet Explorer 11 Google Chrome for Tablets Mozilla Firefox Microsoft Edge

NOTE: Enabling JavaScript and a stable broadband connection are required.

ABOUT THE COURSE

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.

This course is ideal for all levels of employees and as part of the induction process for new employees.

It is designed to help your business understand the importance of good teamwork.

AREAS COVERED

The modules of this short course include:

- 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

ASSESSMENT AND CERTIFICATION

Candidates will be assessed by a series of multiple-choice questions upon the completion of each of the modules. Subject to satisfactory completion, candidates are given access to an electronic Highfield quality endorsed certificate of completion (in PDF format), which they are able to print.

WHAT NEXT?

If you'd like to purchase this eLearning course, call us on:

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