



Course Outline

Effective Team Working: Playing Your Part in Achieving Success

Minimum and Maximum Learners: 6 to 16 Duration: One Day Timings: 10:00 – 16:30

Suitable for

For those staff and volunteers who want to play their part in achieving success and getting better results in their workplace.

Aim

To consider the role we all play in ensuring effective team working in the workplace. You will undertake a reality check of your teamwork skills and develop tools and techniques to develop them further.

Learning Outcomes

By the end of the course, you will be able to:

- ✔ **Define** what is meant by a Teamwork Culture.
- ✔ **List** the benefits of team working for your organisation, the staff and volunteer group, individual team members and for clients.
- ✔ **Describe** how your individual role contributes to the success of the team.
- ✔ **Identify** the goals of your team and how they contribute to your organisation's vision, mission and overall objectives.
- ✔ **Explain** Belbin's Team Roles and use them to enhance team work and maximise everyone's contribution to the team.

✔ **Recognise** the importance of information sharing and effective communication.

✔ **Use** a toolbox of tools and techniques to boost team performance and play your role in ensuring your team's success.

Benefits of Attending

✔ Feel confident and ready to put your learning into practice.

✔ Take away a practical toolkit with proven techniques and ideas you can use straight away.

✔ Create a Personal Action Plan to apply your learning in your workplace.

Training Style

This course is highly interactive and uses engaging, 'brain-friendly' methods such as exercises, quizzes, group discussions, skills practice, storytelling and practical tools to support real-world application.

You'll receive a **Welcome Pack** with pre-course activities, a **Learner Workbook** during training, an **E-Book** on this topic and a **Bonus Pack** afterwards with extra tools and follow-up activities to help you put learning into practice. (*email required)

Other Courses to consider [\(Visit my website for details of these and other courses\)](#)

➔ Decision-Making and Problem-Solving
– Tools and Techniques

➔ Developing Resilience in an Ever-Changing World

➔ Influencing and Persuading Skills

➔ Interpersonal Communication Skills

➔ Making the Most of Meetings I: Skills for those chairing, leading or facilitating meetings

➔ Making the Most of Meetings II: Skills for those attending and participating in meetings

➔ Presentation Skills I: Magical Presentations to Engage, Empower, INSPIRE (2 Days)

➔ Simply the Best – Building your Personal Image, Self-esteem and Confidence (2 Days)

➔ The Art of Excellence in Customer Care

➔ Time Management I: Mindset and Tools for Taking Back Control

