Training course on Building Skills for Working in Teams

Professional Development Training Course Outline

Category	Business	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

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Introduction

Training Course on Building Skills for Working in Teams is designed for professionals looking to enhance their collaboration and teamwork abilities in diverse work environments. In today's interconnected workplace, effective teamwork is essential for achieving organizational goals and driving innovation. This course provides participants with the tools and strategies necessary to foster collaboration, improve communication, and build trust within teams. By focusing on both individual contributions and collective dynamics, attendees will learn how to navigate challenges and enhance overall team performance.

Throughout the course, participants will engage in interactive activities, discussions, and case studies that emphasize the importance of teamwork in achieving success. By the end of the program, attendees will have developed essential skills that empower them to work effectively in teams, contribute to a positive team culture, and drive results in their organizations.

Course Objectives

1. Understand the fundamental principles of effective teamwork.
2. Identify the roles and responsibilities of team members.
3. Develop strong communication skills for team collaboration.
4. Foster trust and respect among team members.
5. Utilize conflict resolution techniques to address team challenges.
6. Implement strategies for effective decision-making in teams.
7. Recognize the importance of diversity and inclusion in teams.
8. Set and achieve team goals collaboratively.
9. Enhance problem-solving skills within a team context.

10. Evaluate team performance and dynamics.
11. Create action plans for continuous team improvement.
12. Encourage accountability and ownership among team members.
13. Build resilience and adaptability in team settings.

Target Audience

1. Team Leaders
2. Project Managers
3. Employees in Collaborative Roles
4. Human Resources Professionals
5. Graduate Students
6. Entrepreneurs and Small Business Owners
7. Community Organizers
8. Individuals seeking to improve teamwork skills

Course Duration: 5 Days

Course Modules

Module 1: Introduction to Teamwork

- Overview of teamwork concepts and benefits.
- Importance of collaboration in the workplace.
- Key characteristics of effective teams.
- Case studies of successful teams.
- Understanding team dynamics.

Module 2: Roles and Responsibilities in Teams

- Identifying different team roles and functions.
- Understanding individual contributions to team success.
- Techniques for clarifying roles and expectations.
- Assessing strengths and weaknesses within a team.
- Practical exercises for role identification.

Module 3: Communication Skills for Teams

- Importance of effective communication in teamwork.
- Techniques for active listening and clear messaging.
- Non-verbal communication and its impact on teams.
- Strategies for facilitating open discussions.
- Role-playing exercises for communication practice.

Module 4: Building Trust and Respect

- The role of trust in effective teamwork.
- Techniques for building and maintaining trust.
- Encouraging respect and inclusivity among team members.
- Recognizing and addressing trust issues.

- Activities to foster team bonding.

Module 5: Conflict Resolution in Teams

- Understanding the sources of team conflict.
- Techniques for constructive conflict resolution.
- Strategies for mediating disputes and fostering collaboration.
- The importance of empathy in conflict management.
- Case studies on managing team conflicts.

Module 6: Decision-Making in Teams

- Overview of decision-making processes in teams.
- Techniques for collaborative decision-making.
- Evaluating options and reaching consensus.
- Tools for effective group decision-making.
- Practical exercises on team-based decision-making.

Module 7: Setting and Achieving Team Goals

- Importance of goal setting for team success.
- Techniques for creating SMART goals.
- Strategies for aligning individual and team objectives.
- Monitoring progress and celebrating achievements.
- Group activities for goal-setting.

Module 8: Evaluating Team Performance and Continuous Improvement

- Metrics for assessing team performance.
- Techniques for gathering feedback on team dynamics.
- Creating action plans for team development.
- Encouraging a culture of continuous improvement.
- Resources for ongoing team training and development.

Training Methodology

- **Interactive Workshops:** Facilitated discussions, group exercises, and problem-solving activities.
- **Case Studies:** Real-world examples to illustrate successful community-based surveillance practices.
- **Role-Playing and Simulations:** Practice engaging communities in surveillance activities.
- **Expert Presentations:** Insights from experienced public health professionals and community leaders.
- **Group Projects:** Collaborative development of community surveillance plans.
- **Action Planning:** Development of personalized action plans for implementing community-based surveillance.
- **Digital Tools and Resources:** Utilization of online platforms for collaboration and learning.
- **Peer-to-Peer Learning:** Sharing experiences and insights on community engagement.
- **Post-Training Support:** Access to online forums, mentorship, and continued learning resources.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call +254769199797

Certification

Upon successful completion of this training, participants will be issued with a globally recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

- Participants must be conversant in English.
- Upon completion of training, participants will receive an Authorized Training Certificate.
- The course duration is flexible and can be modified to fit any number of days.
- Course fee includes facilitation, training materials, 2 coffee breaks, buffet lunch, and a Certificate upon successful completion.
- One-year post-training support, consultation, and coaching provided after the course.
- Payment should be made at least a week before the training commencement to Fineskill Training Center account, as indicated in the invoice, to enable better preparation.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

Ready to enroll or request a customized program? Book online or contact us:

Register Online Now