

Productive Teamwork for Professional Syllabus

After completing this course, participants will have learned to:

- Improved understanding of the factors of productive teamwork
- Realization of the level of self-skills towards being a good team player
- Better relations and cooperation among team members
- Sustained trust and openness among team members
- Higher productivity as a result of friendly working relations
- Identify the benefits of team and teamwork
- Explain the six key factors of teamwork
- Describe eight characteristics of a productive team
- Assess the teamwork skills of oneself
- Explain the gradual progression of the four stages of a team growth
- Explore the roles of team members in each stage of a team growth
- Identify the reasons behind team conflicts and confusions
- Explore the causes of negative attitude, behavior, jealousy and groupings in a team
- Describe the steps to offer friendly feedbacks to the colleagues
- Explain the factors and ways to ensure trust and openness in a team.

| | Modules | Takeaways | Key Exercises |
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| Modules 1 | Team and productive teamwork | <ul style="list-style-type: none"> • Benefits of team and teamwork • Six key factors of teamwork • Eight characteristics of productive teamwork • Self-assessment: am I a good team player? | <ul style="list-style-type: none"> • Large-group games • Small-group games • Pair-group brainstorming • Individual work • Question-answer |
| Modules 2 | Stages of a team growth and role of team members | <ul style="list-style-type: none"> • Roles of team members in 4 stages of a team growth: • Forming stage • Storming stage • Norming stage • Performing stage | <ul style="list-style-type: none"> • Individual exercises • Large-group games • Small-group games • Question-answer |
| Modules 3 | Barriers to team bonding | <ul style="list-style-type: none"> • How unclear objectives creates conflicts • Why confusion of roles, duties in team happen • Reasons of grouping, blames, jealousy • What a negative attitude, behavior, languages barriers team bonding | <ul style="list-style-type: none"> • Small-group games and discussions • Large-group games • Small-group presentation • Question-answer |
| Module 4 | Creating high performing and productive team | <ul style="list-style-type: none"> • Techniques to offer friendly feedbacks • How to accept differences and build trusts among the team members • Ways to create openness in a team • Positive attitude, behavior and language of a productive team | <ul style="list-style-type: none"> • Large-group exercise • Large-group game • Individual work • Question-answer |