Course: **Networking, Collaboration and Teamwork for Professionals**

Guided Learning Hours: 6

Pre-requisite: **None**

Abstract:

This course provides the knowledge, skills and competencies required to contribute more effectively as part of a multidisciplinary team. Participants would explore key strategies to enhance their abilities to interact and work collaboratively within the business setting. The sessions will also equip participants with a number of tips and techniques for creating synergy in building and maintaining instrumental relationships as they work with and support team members.

Emphasis will be placed on strategies for collaborating with individuals, groups and key decision-makers and for effectively aligning networking and team-building initiatives to goal achievement. Participants will develop skills in effective team-building, understanding leadership styles, improving communication, problem-solving and decision-making. The session is designed to help both individuals and groups take full advantage of networking and team-building capabilities and incorporate them into their personal lives and professional environments for greater success.

Target Audience:

This course is intended for professionals who are desirous of developing their awareness, skills and abilities in Networking, Collaboration and effective Team working and development. Executives, Line Managers, Human Resource professionals, working professionals, and others who want to acquire new valuable skills will benefit immensely from the training.

Learning Outcomes:

On completion of this course, participants will be able to:

1. Define the terms - Team, Group, Networking, and Collaboration.
2. Describe the importance of Networking and Collaboration in the business environment and life situations.
3. Identify key skills and strategies for collaborating and networking with other individuals, groups and teams.
4. Apply Networking and Team-building capabilities to your business environment and life situations for greater success.

Course Content:

Welcome and expectation–setting session: Sharing of Course Objectives

Learning Outcomes 1 & 2

- Definition and discussion of the Key terms – Teams, Networking and Collaboration. Discussion of the term "professionalism"; exploring strategies for positioning yourself as a professional
- Building one's image and reputation, components of reputation; can reputation be managed?
- Values that build powerful reputations: respect, responsibility & trust
- Ideas for expanding skills and responsibilities
- Differentiating between "social networking" and "social collaboration".
- Locating the importance of collaboration
- <u>Power Point presentation</u>: Key characteristics of Effective Groups/Teams; Stages in the evolution of teams – forming, storming, norming, etc. and the role of the team leader
- Using the DISC Personality Inventory to identify and describe key facets of your personality - focusing on strengths and weaknesses as individuals and team members.
- Exploration of Belbin's team roles and skills and location of self within them
- Links between these roles and key facets of their individual personality profiles.
- Using networking and collaboration tools among strategies for enhancing one's professional image and standing as a team member.
- Group Activity: Examine the significance of Networking, Collaboration and high-performing Teams in achieving organisational goals.

Learning Outcome 3

- What makes collaboration work? Exploring key skills and factors that influence the success of collaboration in the organisational context.

- Fostering teamwork through Collaboration – building social capital.
- <u>Group Activity</u>: The 7 Ps of effective networking and their use in exploring both internal and external opportunities;
- Emotional Intelligence strategies for building self-esteem and self-confidence and intra and inter-personal skills
- <u>Power Point Presentation</u> - Developing Critical Thinking and Problem-Solving skills; steps in the decision-making process
- <u>Video Session</u> – "The Aquarists". Debriefing and reflections.
- <u>Group Activity</u>: Critical Thinking Exercises and Group Presentations
- Conflict Management skills; choosing appropriate conflict-handling styles
- Relationship and rapport-building skills; fostering an environment of trust
- PowerPoint Presentation; working with others – Building Interpersonal skills Motivating and leading others, promoting teamwork through leadership styles.

Learning Outcomes 3 and 4

- Facilitating Open Communication – practising The Gift of Listening etc.
- Benefits of effective communication to team-building initiatives eg. Coaching etc.
- <u>Group Activity:</u> Tower-Building activity – Debriefing and reflections.
- Should we develop a Team Charter? Elements of a Team Charter & Importance
- Identifying the key principles for effective team-building – Integrity etc.
- Networking and Team Building Skills in different scenarios. Case Studies.
- Discussion of popular collaboration and social networking technologies.
- Communicating effectively – joining conversations, giving directions etc.
- <u>Group Activity</u>: Examining and the 12 tips for effective teamwork
- Explore the list of Team-building skills and their importance in attaining goals
- Group presentations: Strategies for building and nurturing effective teams.
- Professionalism, Integrity and reputation as critical factors in social mobility
- Creating a Personal Action Plan for improving your team building skills
- Course Review and Reflections.
- Group and individual presentations.