

| ONLINE LEARNING |

TEAM WORKING



LEVEL 1



COST £10

This e-learning course addresses a wide variety of the aspects of teamwork in the workplace, and as a result supports many courses designed to cover the topic of working effectively with colleagues. It can be used to effectively support the off-the-job training delivery of several of the new apprenticeship standards, as well as also being able to support the delivery of several regulated qualifications.

WHAT DOES IT COVER?

Topics covered on this 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

