



Collaboration



TRAINING OPTIONS:

Online - unaccredited
Classroom – unaccredited

WHAT WILL YOU RECEIVE?

- ✓ Instruction by an expert facilitator
- ✓ Small, interactive classes
- ✓ Specialized manual and course materials
- ✓ Personalized certificate of completion

Course Outline

OVERVIEW

Collaboration is a skill that is utilized with one or more people to produce or create a result or shared goal. Everyone in a group has a shared vision or outcome. Learn how to improve collaboration in your team.

OUTCOMES

You will learn:

- Understand the definition of collaboration
- Distinguish collaborative qualities individuals often possess
- Know and understand what it takes to work collaboratively with your colleagues
- Discover the difference between collaboration, cooperation and teamwork
- Know what a collaborative environment looks like
- Know the six steps to make collaboration work
- Understand the advantages & obstacles to collaboration & how technology affects it
- Develop strategies to improve a collaborative work environment

DURATION

9am – 11am (online) OR 9am – 2.30 pm (classroom)