

EMPLOYABILITY SKILLS

TEAMWORK



Skills for Workplace Collaboration

Collaboration between team members from a broad range of backgrounds, skills, and experiences can be key to innovation and success in the workplace. This means the ability to effectively communicate and collaborate with others — including acknowledging differences constructively and respectfully — is critical for workplace success. The CareerSafe Teamwork course provides the foundational skills, tools, and strategies needed to succeed in dynamic teams.



Best-in-Class US-based Customer Care



+4.1 Million Trained and Counting



Aligns with Employability Skills Framework

"I trained alongside my friends and classmates and developed better communication, problem solving, listening, critical thinking, and leadership skills because of it. The method in which I was taught was through interactive lessons that were simple but effective."



Optimized Learning



Study Guides



Real-World Scenarios

Benefits and Features

- Contains **interactive content and real-world scenarios** to keep courses engaging and give students the opportunity to practice the skills they learn.
- Includes **teacher tools and resources** that make it easy to distribute courses, plan lessons, and manage students.
- Provides resources and techniques for building **essential skills and strategies** applicable in all professional fields.



2 Hour 15 Mins Seat Time



Part of our Employability Skills Training Library of courses!

TOPICS AND LEARNING OBJECTIVES

Teamwork Foundations (~25 minutes)

- Define the term teamwork.
 - Explain the benefits of teamwork.
 - Identify the characteristics of effective teams.
 - Identify the characteristics of effective team members.
 - Recognize how to acknowledge team members' rights to have differing opinions.
 - Identify methods which can be used to demonstrate tolerance and respect when interacting with teammates.
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Communication and Collaboration on Teams (~40 minutes)

- Restate how effective communication contributes to a high functioning team.
 - Describe the barriers to communication in teams.
 - Recognize the role power dynamics makes in communication.
 - Explain how to give and receive feedback.
 - Recognize strategies for working collaboratively with others.
 - Identify strategies which increase the effectiveness of written communication.
 - Explain strategies which can be employed to ensure effective communication occurs when teams work virtually.
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Barriers to Effective Teamwork (~37 minutes)

- Explain why conflict can be a healthy process for a group of people.
 - Recognize examples of resolving conflict through improved communication.
 - Identify which conflict resolution technique should be used in a given scenario.
 - Identify strategies for handling aggressive and passive-aggressive people.
 - Identify how teams develop toxic dynamics.
 - Recognize the results of toxic team dynamics.
 - Identify tactics to overcome toxic team dynamics.
 - List strategies to build trust within a team.
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Leadership Within a Team (~14 minutes)

- Recognize the characteristics of a good leader.
- Define the term non-positional leadership.
- List the benefits of non-positional leadership.
- List strategies to demonstrate leadership qualities.

Teamwork Simulation (~10 minutes)

- *Select an appropriate response in a situation to demonstrate being a good team member.*
- *Choose a collaborative action in response to a situation.*
- *Provide or receive feedback appropriately.*
- *Identify the barrier for effective teamwork and choose the strategy to move past.*
- *Identify which conflict resolution technique should be used in a given scenario.*
- *Identify tactics for observing unconscious biases.*
- *Select a non-positional leadership action within a situation.*



*Learn more about the CareerSafe
Employability Skills **Teamwork** course »*

