

Fact Sheet

TEAM WORKING



Overview

Working towards shared objectives is essential for building a positive workplace culture and achieving business goals. Teams may vary in size and structure, but their success depends on uniting around common aims and collaborating effectively. This course highlights the importance of teamwork, relationship building, and clear communication as key drivers of business success.



Duration:
20 – 40 minutes



Assessment:
Multiple-choice
questions



Price:
£5.00



Certificate:
Yes – Highfield
Completion Certificate

Areas covered

- What is teamwork?
- Working effectively with colleagues
- Establishing good working relationships
- Group composition and teamwork
- Group personalities – leaders, followers, and behavioural types
- Communication characteristics
- Active listening
- Motivation
- Self-analysis
- Feedback
- Handling criticism positively

Who is it aimed at?

This short course is suitable for all employees and can be delivered as a stand-alone module or as part of an induction programme. It is also valuable within the on-programme phase of apprenticeship standards, helping apprentices develop the knowledge, skills, and behaviours needed to integrate successfully into the workplace.

