



This College Africa Group course will enhance the user's skills on the subject and teaches fundamentals as well as strategies in an easy to follow, easy to understand format and includes practical exercises which will assist in developing your skills in the workplace.

COURSE OUTLINE - Working Together

Course Number: AX084-060IG | **Days:** One Day

Description: This training program is designed to help you acquaint others with improving working relationships and succeeding in a multicultural organization.

In this course, participants will learn ways to manage their thoughts, feelings, and attitudes about people, improve how they communicate and use language in a diverse setting, and increase their awareness of how they behave and interact with diverse colleagues and customers.

Topic-Level Outline

MODULE 1: MANAGE THE UNSPOKEN

Different Views of Time

Exercise: Making Space

Case Studies Exercise: How Should We Handle Cultural Differences?

Talk Sense

Newly Aware or Growing Cultural Groups

MODULE 2: PUTTING DIVERSITY TO WORK

Two Sides of Diversity

How to Deal with the Prevailing Culture

Exercise: The New Workplace Is Everywhere

People On the Move: Who Are They?

Next Steps

Learning to Value Our Differences

Learning Objectives Review

MODULE 3: MANAGE YOUR MIND

What Makes People Different?

We Are the Ones Who Make Differences Important

Exercise: What We Say to Ourselves

MODULE 4: MANAGE YOUR WORDS

Use humor appropriately

How Words Work

Cultural Double Binds

Exercise: My Organizations Climate

ABOUT US

Established as EasyExcel, the company has been re-branded as College Africa Group. College Africa Group has been in operation since 2003 and has trained many corporate and professionals throughout Southern Africa. (For more info click here.) (<http://www.collegeafricagroup.com>)

ACCREDITATION

College Africa Group is MICT SETA accredited and a Microsoft Partner. College Africa Group has more than 30 years' experience in Financial, Sales, Operations, Marketing and Administration Directorship and understands the problems and deadlines you face.

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Excel Intermediate 2013 [Ebook](#), workbooks, and solutions.

Excel Advanced 2013 [Ebook](#), workbooks, and solutions.

Excel comprehensive online courses, email for more details.



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