



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 in Teams, Revised Edition

**Course Number:** AXO84–110 | **Days:** 1

**Description:** Designed for anyone who works in teams, this timely guide addresses such crucial issues as what team membership is, what team rules are, and how to function effectively as a team.

It explains how to make meetings work, reach agreement, create a team "family," and conduct post–project follow–up. Especially of value are the tips on how to establish communication, closeness, and commonality.

Also covered are the five roles of an effective team leader, the four functions of team members, and the three Ps of project management, as well as techniques for promoting creativity and participation.

## Topic-Level Outline

### Part 1: Team Nuts & Bolts

- Team Direction
- Road Maps
- Helping Your Team Succeed
- Contracting
- Team Ground Rules

### Part 2: Organizing Your Team

- Team Support Roles
- Meeting Hats

Team Member Job Description  
Delegating Team Functions  
Team Charter  
Master Plans  
Action Plans  
Team Public Relations

**Part 3: Working Together**

Building Your Team  
How to Run Team Meetings  
Virtual Teaming  
Team Communication  
Feedback  
Consensus Decision–Making  
Handling Differences  
Win–Win Negotiating

**Part 4: Monitoring Progress**

Monitoring Team Progress  
Project Management

## 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 Advanced 2013 [Ebook](#), workbooks, and solutions.  
Excel comprehensive online courses, email for more details.



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