

# Workplace Collaboration Training



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## OVERVIEW

Workplace collaboration is a working style which encourages employees to work together to accomplish common business goals. It is a fundamental element of teamwork and enables a team to function more efficiently and effectively. In today's VUCA world, employees often are expected to get out of silos and group together quickly to address urgent needs, collaborating online, offline, over long distances and in different time zones. Teams that can practice collaboration usually realize positive business results, as their members are more likely to share a common purpose, seek out to resolve conflict, and look for ways to improve cooperation. This course is designed to help organizations break down silos to improve teamwork in the workplace.

## LEARNING OUTCOME

By the end of this course, participants should be able to:

**01** Understand how to create and foster a collaborative workplace environment.

**02** Improve remote collaboration.



## COURSE OUTLINE

- 1 What is collaboration?
- 2 Why collaboration fails?
- 3 Elements of successful collaboration.
- 4 What are the benefits of collaboration?
- 5 How to create collaborative work environment.
- 6 How to make collaboration work.
- 7 Ways to overcome barriers of collaboration.
- 8 How to improve remote collaboration.

**Course Duration:** 3 hours.

**Training Approach:** Lecture, group discussion and workshop.

**Target Participants:** Anyone who need to work with others.

**Class Size (max):** 20 participants per class.