



Collaboration:

Drive Teams to Better Results

Course Description

In today's competitive environment, companywide collaboration is imperative for success. Learn how to work with people more effectively in all kinds of business circumstances: one on-one situations, temporary work groups, or long-term project teams.

Outcomes:

- Understand the virtue of collaborative teams & know when and how to collaborate
- Assemble and lead a high-functioning team for a more positive dynamic & better business result
- Communicate effectively to encourage collaboration, buy-in and trust
- Navigate defensiveness and express disagreements skillfully and constructively

Module 1: Lead Collaborative Teams

Understand Collaboration

- Collaboration, Definition & Statistics
- Should We Collaborate?

How to Put Together a High-Performing Team

- 4 Steps to Putting Together the Team
- Defining Goals & Outcomes
- Determining Roles & Responsibilities
- RAPID
- Removing Obstacles

Module 2: Communicate Effectively for Collaboration

Collaborative Communication

- Statistics
- Decision-Making Cycle to Get Buy-In
- Selling Idea in 4 steps
- Active Listening
- Paraphrasing

Communicating Without Defensiveness

- Roots of Defensiveness
- Disagreeing Constructively

Leading Good Meetings

- Attributes of Good Meetings