

**Collobration Skills Workshop**

"Great things in business are never done by one person, they are done by a team of people" -Steve Jobs



Collaboration Skills Workshop

Duration: 1 Day

No of Participants: 25-30 Pax

Timing: 9:30 A.M- 5:30 P.M

Target Audience

* Individual Contributors
* Supervisors
* Early Team Managers
* Employees of any department
* Cross Functional Teams

Workshop Objectives

* Understanding collaboration skills
* Elements of collaboration skills
* Essential collaboration skills
* Building trust in collaboration
* Building virtual collaboration skills
* Barriers to effective collaboration



Workshop Outline

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| **Sr. No.** | **Time** | **Topic** |
| 1 | 9:30- 10:15 AM | **What’s In It for Me*** Workshop Intro & Agenda
* Ground Rules
* Icebreaker
* Facilitator Intro
* Participant Intro & Expectations
 |
| 2 | 10:15- 10:30 AM | **Pre-Training Assessment** |
| 3 | 10:30- 11:15 AM | **Collaboration Skills*** What is a collaboration
* Types of collaboration
* Impact of Collaboration on Individuals & Teams
* Myths related to conflicts
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| 4 | 11:15 -11:30 AM | **First Tea Break** |
| 5 | 11:30 -12:15 PM | **Elements of Collaboration Skills*** 5 Elements of Collaboration Skills
* Collaboration Vs Teamwork
* How to Make Collaboration Work: 6 Predictable Stages
* Qualities of a collaborator
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| 6 | 12:15 - 01:00 PM | **Essential Collaboration Skills*** Emotional Intelligence
* Effective communication and active listening.
* Building empathy
* Clear. Concise & solution-oriented communication
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| 8 | 1:00 – 1:45 PM | **Lunch Break** |
| 7 | 1:45 – 2:30 PM | **Building Trust in Collaboration*** The role of trust in collaboration.
* Team-building activities to foster trust and cooperation.
* Strategies for building strong cross-functional teams.
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| 9 | 2:30 – 3:30 PM | **Building Virtual Collaboration*** Extra challenges of virtual collaboration
* Virtual collaboration tools ideas and suggestions
* Good virtual communication practices
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| 10 | 3:30 – 4:00 PM | **Barriers to Effective collaboration*** Common Barriers in collaboration
* Rewarding Team Collaboration
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| 11 | 4:00 – 4:15 PM | **Second Tea Break** |
| 13 | 4:15 - 4:30 PM | **Recap** |
| 14 | 4:30- 4:45 PM | **Post Training Assessment** |
| 15 | 4:45- 5:30 PM | **Closing*** Feedback forms
* Q&A (If any)
* Closing Video (If any)
* Group Photo
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\*This Workshop outline is based on the industry best practices and will be customised after discussion with the client.