

Promoting Teamwork and Collaboration

Online Courseware

49 minutes

Slide #	Topic	Time		
1-19	Collaboration	10		
20-44	Diversity	15		
45-54	Teamwork and Goal Setting	9		
55-67	Leadership	15		
Facilitated Activities	Title		Type	Page Number
Collaboration	Are You a Team Player	30	Self Assessment	Intro 3-5
	Accepting Criticism	20	Self Assessment	Formative 2
Diversity	Connect the Dots	15	Activity	Intro 6-8
	Encircle Yourself with Descriptors	30	Activity	Intro 9-10
	Working With Others	20	Self Assessment	Formative 19
Teamwork and Setting Goals	Leadership Style	30	Self Reflection	Formative 5
	Benefits and Challenges of Teamwork	30	Self Reflection	Intro 11-12
	Respecting Others	15	Self Assessment	Formative 7
	Define Leadership	10	Reading Exercise	Intro 13-14
	Setting Goals	20	Activity	Formative 8
	Smart Goals	30	Activity	Formative 9
	Working With Others	20	Self Assessment	Formative 19

Promoting Teamwork and Collaboration				
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Slide #	Topic	Time		
Leadership	Spontaneous Collaboration	20	Scenario	Formative 10
	Team Brain Power	20	Scenario	Formative 11
	Leadership, Teamwork and Collaboration	30	Scenario	Formative 6
	Total Time:	389		
Supplemental Activities				
Collaboration	Using Effective Collaboration Skills	20	Scenario	Formative 14
Diversity	We Are So Alike	20	Activity	Formative 15
	We are So Different	20	Activity	Formative 17
	Benefits of Diversity	15	Scenario	Formative 3
	Embracing Differences	15	Scenario	Formative 4
Teamwork and Setting Goals	Set a Team Smart Goal	30	Activity	Intro 15
	Working Cooperatively	20	Self Assessment	Formative 16
	Working Together	20	Scenario	Formative 18
Leadership	Team Effort	20	Scenario	Formative 12
	Team Players	20	Scenario	Formative 13
	Summative Assessment	30	Review	Summative Assessment

Communicating Effectively				
Online Courseware	48 minutes			
Slide #	Topic	Time		
1-8	Noise	5		
9-24	Active Listening	5		
25-31	Non Verbal Communication	6		
32-47	Spoken Communication	7		
48-61	Email/Phone Etiquette	10		
62-81	Conflict Resolution	10		
82-90	Effective Communication	5		
Facilitated Activities	Title		Type	Page Number
Noise	Internal Noise	20	Scenario	Intro 3-4
Active Listening	Are You Listening?	20	Self Assessment	Formative 3
	Learning To Listen	20	Activity	Formative 12
Non Verbal Communication	Nonverbal Expression	25	Activity	Formative 14
	What is the message	30	Activity	Formative 19
Spoken Communication	Importance of Spoken Communication	25	Self Assessment	Intro 5-7
Email/Phone Etiquette	Appropriate Communication	15	Reading Exercise	Intro 8-10
	Social Media	30	Activity	Intro 11-12
	Electronic Etiquette	15	Scenario	Formative 8
	Email Me	30	Self Assessment	Formative 9
Conflict Resolution	Resolve Conflict	30	Role Play	Intro 13-14
	Handling Constructive Feedback	20	Scenario	Formative 11

Communicating Effectively				
Online Courseware	48 minutes			
Slide #	Topic	Time		
Effective Communication	Are You Communicating	30	Activity	Formative 2
	Voices of an Organization	30	Scenario	Formative 18
	Total Time	388		
Supplemental Activities				
Non Verbal Communication	Detecting Emotion	15	Activity	Formative 6
Spoken Communication	Sending A Message	30	Self Assessment	Formative 16
	MY, Myself and I	15	Activity	Formative 13
Email/Phone Etiquette	Social Communication	30	Scenario	Formative 17
Conflict Resolution	Dealing With Conflict	30	Scenario	Formative 5
	Getting Along with Others	15	Scenario	Formative 10
	Resolving Conflict	30	Self Assessment	Formative 15
Effective Communication	Be Assertive	20	Scenario	Formative 4
	Effective Communication	15	Scenario	Formative 7
	Accepting Change	20	Scenario	Intro 15-16
	Summative Assessment	30	Review	Summative Assessment

Conveying Professionalism				
Online Courseware	33 minutes			
Slide #	Topic	Time		
1-9	Appearance	5		
10-15	Work Ethic	5		
16-32	Positive Attitude/Image	7		
32-41	Motivation	8		
41-53	Work Habits	8		
Facilitated Activities	Title		Type	Page Number
Appearance	Dress for Success	20	Scenario	Formative 8
	Dress for Success II	20	Scenario	Formative 9
Work Ethic	Are You Present on the Job	20	Self Assessment	Formative 2
	Greetings in a Business Setting	30	Activity	Formative 10
Positive Attitude/Image	Positive/Negative Attitude	30	Activity	Intro 6-7
	Internal/External Customers	30	Activity	Intro 8
	Attitude and You	30	Self Assessment	Formative 3
Motivation	How Motivated Am I?	30	Self Assessment	Intro 11-13
Work Habits	Paired Reflection	30	Self Assessment	Intro 4-5
	Punctuality	30	Scenario	Intro 9-10
	Create a Personal Action Plan	30	Activity	Intro 14-16
	Caring for Customers	30	Scenario	Formative 7
	Reliability In Action	20	Scenario	Formative 13
	Total Time	383		

Thinking Critically and Solving Problems				
Online Courseware	52 minutes			
Slide #	Topic	Time		
1-26	Creativity	12		
27-44	Adaptability	10		
45-73	Reasoning	15		
74-93	Problem Solving	15		
Facilitated Activities	Title		Type	Page Number
Creativity	Creativity Self Assessment	30	Self Assessment	Intro 5
	Animal Inspiration	20	Activity	Formative 3
	Brainstorming	30	Activity	Formative 4
	Creativity and Innovation	30	Activity	Formative 10
Adaptability	Define Adversity	30	Activity	Intro 6-7
	Adapting Careers	30	Activity	Formative 2
Reasoning	Critical Thinking	20	Reading Exercise	Intro 8-9
	Identifying Fallacies	20	Activity	Intro 10
	Inductive/Deductive Reasoning	30	Activity	Intro 11
Problem Solving	Creative Problem Solving	45	Activity	Intro 12-16
	Mystery Solved	30	Activity	Formative 14-15
	Six Steps to Problem Solving	20	Activity	Formative 17
	Total Time	387		

Thinking Critically and Solving Problems				
Online Courseware	52 minutes			
Slide #	Topic	Time		
Supplemental Activities				
Creativity	Creative Match	20	Activity	Formative 6
	Creative Metaphors	20	Activity	Formative 7
	Creative Thinker	20	Scenario	Formative 8
	Creative Thinker II	20	Scenario	Formative 9
	Cultivating Creativity	30	Activity	Formative 11
	Improving Creativity	30	Activity	Formative 12
	There's an APP for That	30	Activity	Formative 20
Adaptability	Changing Circumstances	30	Scenario	Formative 5
Reasoning	Inductive vs. Deductive	30	Activity	Formative 13
	Questioning Beliefs	30	Activity	Formative 16
	That's a Fact!	20	Activity	Formative 18
	That's My Opinion	20	Activity	Formative 19
Problem Solving	Why?	30	Activity	Formative 21