



Consulting and Training | Reach New Heights

Course Name

Team Work in Action Collaborate Better, Deliver Faster

Sector Name

Interpersonal Skills and Self Development

Document Type

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Team Work in Action Collaborate Better, Deliver Faster

Course Introduction

Effective teamwork is not about friendliness or social interaction; it is about collaboration, coordination, accountability, and shared results. Many teams fail not because individuals lack skills, but because roles are unclear, communication is weak, and collaboration is unstructured.

Developed by **Boost**, this course treats teamwork as a professional work system, not a social activity. The program equips participants with practical approaches to collaborate effectively, managing interdependence, handling differences, and contributing to collective performance.

Boost's Teamwork course enables professionals to work productively within teams and deliver results together.

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Target Audience

- ✓ Entry to Mid-level Professionals
- ✓ Team members working in group environments
- ✓ Coordinators and supervisors
- ✓ Cross-functional team participants
- ✓ Employees seeking stronger collaboration skills

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Learning Objectives

- ✓ Understand what effective teamwork means in the workplace
- ✓ Clarify roles and responsibilities within teams
- ✓ Communicate and collaborate professionally
- ✓ Manage differences and tensions within teams
- ✓ Contribute actively to team objectives
- ✓ Support team accountability and performance

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Course Outline

✓ DAY 01

Understanding Teamwork at Work

Module 1: What Teamwork Really Means

- ✓ Teamwork vs. group work
- ✓ Why teams fail despite good intentions
- ✓ The value of collaboration

Module 2: Roles and Responsibilities in Teams

- ✓ Clarifying individual roles
- ✓ Ownership vs. overlap
- ✓ Avoiding role confusion

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Course Outline

✓ Day 02

Communication and Coordination

Module 3: Communication Within Teams

- ✓ Sharing information effectively
- ✓ Listening and feedback
- ✓ Reducing misunderstandings

Module 4: Coordinating Work and Tasks

- ✓ Managing interdependence
- ✓ Task handoffs
- ✓ Aligning efforts toward shared goals

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Course Outline

✓ Day 03

Managing Differences and Challenges

Module 5: Managing Diversity in Teams

- ✓ Different working styles
- ✓ Respecting perspectives
- ✓ Leveraging diversity positively

Module 6: Handling Team Tensions

- ✓ Identifying early signs of tension
- ✓ Addressing issues constructively
- ✓ Preventing escalation

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Course Outline

✓ Day 04

Accountability and Performance

Module 7: Building Team Accountability

- ✓ Individual responsibility within teams
- ✓ Collective ownership of results
- ✓ Supporting follow-through

Module 8: Improving Team Performance

- ✓ Identifying performance gaps
- ✓ Strengthening collaboration practices
- ✓ Continuous team improvement

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Course Outline

✓ Day 05

Sustaining Effective Teamwork

Module 9: Trust and Reliability

- ✓ Building professional trust
- ✓ Consistency and reliability
- ✓ Supporting team confidence

Module 10: Developing a Teamwork Mindset

- ✓ Long-term collaboration habits
- ✓ Learning from team experiences
- ✓ Strengthening team effectiveness over time

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
March 15, 2027	March 19, 2027	5 days	5950.00 \$	USA , Texas
June 7, 2027	June 11, 2027	5 days	4250.00 \$	UAE , Dubai
Aug. 2, 2027	Aug. 6, 2027	5 days	2150.00 \$	Virtual , Online
Nov. 22, 2026	Nov. 26, 2026	5 days	4250.00 \$	KSA , Dammam

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