

TEAM PARTICIPATION: TEAMWORK FUNDAMENTALS

Who should attend?

This course is designed for those individuals in the semiconductor industry who require the knowledge and skills for Team Participation: Teamwork Fundamentals.

Course Benefits

Increase knowledge of techniques and tools needed for successful business performance.
Improve skills that affect daily business operations.
Communication Skills.
Office Skills.
Group productivity in the workplace.

Course Objectives

- Establish what your responsibilities are, as an individual and as a team member and how knowing this will enable you and your team to achieve high performance together.
- Learn how to assign responsibilities, and to gain responsibility for the things you want, and learn when to take on more.
- Learn the difference between a job and a responsibility and how this fits in with your personal objectives.

Course Modules

1. *How teams benefit organizations*
2. *Differences between traditional and self-directed work teams*
3. *Categories of teams*
4. *Responsibilities as a team member*
5. *Establishing ground rules*
6. *Four stages of team building*
7. *Characteristics of effective goals*
8. *Constructive criticism*
9. *Common problems that occur in teams*

10. *Different personality styles*
11. *Working effectively with difficult teammates*
12. *Communication breakdown*
13. *Communications skills*

Registration Information

Prerequisites: None

Course Length: 2 Hours

Course Type: Web-based Training

Course Number: TRNWNG-44

To enroll or for more information on our products and services, please call our registrar at one of the numbers below or go to www.appliedtraining.com.

- 1-800-468-8888, option 4 (United States)
- 1-512-272-0027 (International)

Computer System Requirements:

Attending this course requires a Windows 98, NT, 2000 or XP computer using Internet Explorer 5.5 or higher. 128MB RAM or higher and high-speed Internet access is also highly recommended.