

ENHANCE TEAMWORK AND COLLABORATION ACROSS DEPARTMENTS

~Develop personal ability & contribute to the achievement of company's target and growth~

- ♦ Are there often situations that departments don't cooperate well and shift responsibility to each other when problem arising or even during daily work?
- ♦ Do you know that ability of cooperating with other departments is an important factor effecting your promotion?
- ♦ You understand the importance of teamwork and cooperation with other departments but haven't had necessary skills to work with them to solve problems effectively?
- ♦ Do meetings take too much time but don't achieve any objective and get final solutions?

"Enhance teamwork and collaboration across departments" course provides you with necessary skills to work with other department effectively, result in company's target achievement, and develop one core competency required for your promotion.

CONTENT

Part 1. Thinking about teamwork and collaboration across departments

1.1 Definition and importance of teamwork and collaboration across departments

- ♦ Crowd and Team
- ♦ Characteristics of an effective team
- ♦ Freedom, rules and regulations

1.2 Factors influencing the encouragement of effective collaboration

- ♦ Barriers to collaboration
- ♦ 8 characteristics of a person cooperating with others well
- ♦ 3 key factors contributing to effective collaboration

1.3 Goals and scope of work

Part 2. Foundational skills to enhance teamwork and collaboration across departments

1.1 Enhance empathic communication skills

- ♦ Empathic communication
- ♦ Empathic Listening
- ♦ 1.2 Develop self-awareness in a team
- ♦ Boundaries of each person's freedom
- ♦ Win-Win Mindset
- ♦ WIIFM Principle

Part 3. Manage conflicts between individuals and departments in the workplace

1.1 Respect others' differences

1.2 Find optimal solutions to achieve the whole company's goals

1.3 Hold a meeting to discuss and find solutions

- ♦ Roles and responsibilities of stakeholders
- ♦ Preparation for an effective meeting
- ♦ How to start a meeting effectively
- ♦ Styles of meeting leading
- ♦ Common mistakes in meetings and how to avoid them

Part 4. Summary and Action Plan

※The above content is subject to change without prior notices



OBJECTIVES



- ➔ Understand importance of cooperation and rules for effective teamwork and collaboration across departments
- ➔ Comprehend process of the effective collaboration
- ➔ Apply to enhance collaboration across departments at company

TARGET



- ☐ Staff
- ☒ Middle-Management
- ☒ First-line Management
- ☐ Top-Management

MOTHEd



30% theory, **70%** practice through group discussions, presentations, case studies, role-playing, games, etc.



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