



# Work in a Team

## Training for Individuals

By the end of the course, participants will be able to:

- 1 Define and align team goals and departmental and organisational goals
- 2 Demonstrate responsibility and commitment for the work done and to achieve individual and team goal
- 3 Identify potential areas of conflict with team members and methods to overcome them, taking into consideration the diversity issues
- 4 Listen to and contribute ideas and skills using appropriate communication techniques to achieve team goals
- 5 Recommend improvements to established policies and procedures in a proactive manner
- 6 Maintain open communication with team members by sharing information and discussing work-related issues so as to achieve individual and team goals to meet organisation requirements
- 7 Demonstrate trust, respect and support towards team members in daily activities

Work in a Team TGS-2019503250		
	Mid-Career Enhanced & Subsidy >=40 years old born on /before 1980 & WSS	Singaporean 25 to 39 & PR
Course Fee	\$300.00	\$300.00
SkillsFuture Funding	\$270.00	\$240.00
Total Gross Fee	\$30.00	\$60.00
GST 7%	\$21.00	\$21.00
<b>SkillsFuture Credit Deduction/Cash</b>	<b>\$51.00</b>	<b>\$81.00</b>

\* Course Support Period (15 July 2019 to 13 Apr 2021)

### Main Office

Blk 167 Jln Bt Merah #06-11A  
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## 如何在团队中工作

## 为个人提供培训

在课程结束后，学生能够：

- 1 定义并使团队的目标和其他部门的目标保持一致。
- 2 对工作负责以完成工作并实现个人和团队目标。
- 3 察觉团队成员可能发生的冲突和解决方法。
- 4 使用适当的沟通技巧聆听并分享想法和技能，以实现团队目标。
- 5 以积极的态度建议并改善政策和程序。
- 6 与团队成员保持开放的沟通方式，并通过分享和讨论与工作相关的问题，以实现个人和团队目标。
- 7 对团队成员信任，尊重和帮助，以实现团队目标。

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