

## ***Working Successfully in a Team (2 days)***

*How to contribute towards achieving the aims of your team*

### *Course overview*

Teamwork is essential for the success of any organization. In good teams, members develop synergies, meaning that their cooperation leads to an added value for the team which is greater than the combined individual output. Working in such a team leads to creative solutions, effective problem-solving and results that matter for the team and its members.

To be part of such a working environment is much more satisfying, and more fun, than working with people who only look after their own interests, or don't care. Stressful situations often also arise if team members have conflicting agendas, lack mutual trust or are in competition with each other.

In this highly interactive course, participants learn what good teams are made of and how they can develop and expand their skills to become successful team members. Participants learn how to work better together in a team, how to develop and improve professional and personal relationships in a team environment and how to overcome obstacles to contribute towards achieving the team's aims.

### *Who should attend*

This course is intended for all staff members, officers and senior personnel working in a team and who wish to contribute fully towards achieving the team's objectives:

- Field staff
- Team leaders
- Project and programme managers
- Administration and finance personnel
- Interns and volunteers
- Heads of offices
- Senior managers and executive directors
- Board members

### *Learning objectives: How you and your organisation will benefit*

On this course participants will be able to

- Define good team work in the context of development and humanitarian work
- Learn key skills how to become an effective team member
- Improve communication with other team members and superiors
- Learn how to contribute towards meetings
- Understand the causes of conflicts within a team and how to address and resolve them.

### *Course programme*

<b>Day 1</b>	<ul style="list-style-type: none"> <li>• Distinguishing different types of teams and their objectives</li> <li>• Defining successful team work</li> <li>• Defining effective team members</li> <li>• Developing and expanding key skills to become an effective team member</li> </ul>
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<b>Day 2</b>	<ul style="list-style-type: none"> <li>• Working in a team: Attaining objectives, maintaining coherence and motivation</li> <li>• Enhancing communication and reporting</li> <li>• Contributing towards meetings</li> <li>• Identifying and resolving conflict</li> </ul>
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*Individual consultations*

Participants obtain an individual consultation from the trainer during or after the course on how to further develop a project of your own, or on another subject of their choice.

*Course venue*

Check the course dates at the NMS website for the updated list of courses. If there is no course in your country yet, your and your organisation can bring courses on NGO management directly to NGOs in your country rapidly and easily. For information about the partnership approach, the benefits for partner organisations and the three simple steps which are necessary to organize the first training course for NGOs in your community, please refer to the NMS website.