



London TDM

# Soft Skills and Personal Development Training Courses

**Course Venue:** Malaysia - Kuala Lumpur

**Course Date:** From 16 November 2025 To 20 November 2025

**Course Place:** Royale Chulan Hotel

**Course Fees:** 6,000 USD

## Introduction

In today's dynamic work environment, effective teamwork and collaboration are critical to achieving organizational success. This course, "Teamwork and Collaboration Essentials," is designed to provide professionals with the core skills and tools needed to enhance collaboration, foster trust, and achieve shared goals. Over the next five days, participants will engage in interactive sessions, group activities, and practical exercises to develop a deeper understanding of how to work effectively in team settings.

## Objectives

- Understand the fundamental principles of teamwork and collaboration.
- Develop communication strategies to enhance team interactions.
- Learn conflict resolution techniques to handle disagreements effectively.
- Build trust and cohesion within diverse team environments.
- Apply collaborative tools and technologies for improved team productivity.

## Course Outlines

### Day 1: Foundations of Teamwork

- Introduction to teamwork principles and dynamics
- Identifying the stages of team development
- Roles and responsibilities within a team
- The importance of diversity and inclusion in teams
- Building trust and establishing team norms

### Day 2: Effective Communication in Teams

- Communication styles and their impact on teamwork
- Active listening techniques for better understanding
- Feedback mechanisms for continuous improvement
- Tools for effective virtual communication
- Overcoming communication barriers in diverse teams

### Day 3: Conflict Resolution and Problem-Solving

- Understanding common sources of team conflict
- Strategies for effective conflict management
- Problem-solving techniques for collaborative team environments
- Negotiation skills for win-win outcomes
- Case studies on resolving team conflicts

### Day 4: Building Cohesive and High-Performing Teams

- Characteristics of high-performing teams
- Fostering team cohesion and motivation
- Team-building activities and exercises
- Assessing team performance and setting goals
- Applying leadership principles in team settings

## **Day 5: Leveraging Collaborative Tools and Technologies**

- Overview of digital collaboration tools
- Implementing project management software in teams
- Utilizing video conferencing and group chat platforms
- Data sharing and cloud collaboration technologies
- Best practices for technology-driven collaboration