

Understanding the Collaborators

Modality: On Demand

Duration: 14 Hours

About this Course:

This beginner-level 14 Hours Training Program is specifically designed for IT Professionals & Collaborators who wants to learn the art of working collaboratively. This course helps candidates understand how individuals can work collaboratively to maximize productivity. The primary objective of this course is to help individuals identify the importance of key collaboration tools used in the world of information technology and business.

The recent innovations in cloud technology had made collaborative working more effective and efficient than ever before. Now professionals can successfully administer and lead projects to maximum productivity virtually with the aid of innovative collaboration tools and techniques. These technologies allow individuals to collaborate and exchange information seamlessly in globally-distributed teams and groups of professionals.

This course provides an insight into the core concepts and fundamentals of working collaboratively. Professionals will also learn how to identify and understand collaboration styles and uses numerous collaborative intelligence applications. Candidates will get to know about the effective ways to build virtual teams.

Course Objectives:

The core objective of this course is to help professionals gain a better understanding and knowledge of the following key concepts:

- Getting to Know Key Interaction Techniques
- Connecting with Team Members & Colleagues
- Understanding Collaboration Styles and Multiple Styles Identification & Integration
- Collaborative Intelligence Applications in Business Setting
- Best Practices for Virtual Group Development
- Building Strategic Teams & Effective Communication Practices
- Conflict Resolution & Change Management Fundamentals
- Working Collaboratively with Widely Distributed Groups & Teams
- Virtual Team Incorporation Tricks & Best Practices
- Leading & Administering Inside Groups Locally and Virtually
- Decision-Making Leadership and Strategies Adoption

Audience:

This course is specifically tailored for the following group of professionals and interested candidates:

- IT Professionals & Experts

- Business Professionals & Collaborators
- Team Leaders & Managers

Prerequisites:

There are no prerequisites for Understanding the Collaborators Course

Course Outline:

Course Introduction

- Welcome to Understanding the Collaborator
- Course Syllabus and Grading
- Discussion Forums and Getting Help
- Getting to Know You

Module 1 | Understanding the Knowledge Worker

- Introduction to Collaborative Intelligence
- The Use of Collaborative Intelligence by Knowledge Workers
- How do you work?
- Module Assessment Exam

Module 2 | Understanding Virtual Teams

- Introduction to Virtual Teams
- How Organizations Can Use Virtual Teams
- Module Assessment Exam

Module 3 | Creating Effective Virtual Teams

- Effective Communication Methods
- Strategic Teams
- Conflict Resolution
- Module Assessment Exam

Module 4 | Leadership Decision Making for Collaboration

- Communication & Change Management
- Decision Making Leadership
- Adoption Strategies
- Module Assessment Exam

Module 5 | Organic Collaboration Growth - Building a Collaborative Organization

- The Transition to Virtual Teaming
- Tips & Tricks of Incorporating Virtual Teams
- Module Assessment Exam

Module 6 | Course Conclusion

- Assignment: Portfolio Builder
- Post-Course Survey

Get Microsoft Course Completion Certificate

- Instructions