



# COMMUNICATION & TEAMWORK

ARISTOTLE ACADEMY

*How would you rate your ability to communicate?*

*Would you like to improve?*

*How will you know when you have achieved what you wish for?*

## Our Approach

The way you interact with others can be the key to your workplace success. Communicating under pressure, managing challenging relationships or looking to build lasting rapport, your style and interpersonal skill can make or break your chances of being effective. In this programme you learn how to capitalise on your existing skills, fine-tune your approach and build a strategies for communication with real impact.

Everything we do is participative and interactive. There will be work in pairs, small group work, processes and exercises designed to stimulate, challenge and develop your knowledge and skills. There is even some fun!

## Topics

- Communication
- Murder Mystery Exercise
- Brainstorm of Communication Challenges
- Team Exercise – Missile Launcher
- Effective Teamwork

## Training Objectives

At the end of this programme, you will be able to:

1. Improve your ability to communicate with different kinds of people and in different situations.
2. Improve your ability to reduce problems with communication, particularly in relation to clarity, summarising & checking, appreciating the style of others and following-up in writing.
3. Develop your understanding of internal teamwork, which helps you understand why it is important and how to play your part in improving it.
4. Develop a more effective team-working, which means helping you, your colleagues and your customers.

## Duration

One Day

If you would like to discuss any one of our programmes please call on +44(0)7803 299337 or email: [info@craighilesconsulting.com](mailto:info@craighilesconsulting.com)



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## Programme Schedule

### One Day

#### Welcome & Introduction

- Programme Objectives
- Personal Objectives

#### Communication & Teamwork

- The Structure of Our Communication
- The Four Pillars
- The Meaning of Our Communication

#### Murder Mystery Exercise

Reflection, Discussion & Action

#### Our Communication Challenges

Reflection, Discussion & Action

#### Team Exercise – Missile Launcher

Reflection, Discussion & Action

#### The Effective Teamwork

- Stages of Team Development
- Team Roles

#### Personal Action Planning

Reflection, Discussion & Action

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