



TOWARDS A HOLISTIC TRANSFORMATION OF ORGANISATIONS INTO LEARNING WORKPLACES

Work Package: 6

Work Package Title: Development of Employees – Positive Attitude towards Learning Workplaces and Transversal Skills Training

Activity Title: 6.5 Design of the Training Curriculum “6 Top Transversal Skills for Employees” – Module 2

Coordinator:

MMC Mediterranean Management Centre

Partners:



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Curriculum of the Workshop: “6 Top Transversal Skills for Employees”

Module 2: Team Building

1. Aim

The aim of the workshop is to increase the feeling of belonging to a team and to give tools to employees to apply teamwork within the organisation for which they work. This will be achieved through activities that will enhance the understanding of the roles and responsibilities of a team. After having established a clearer idea of what everyone's role is, this knowledge will be used to enhance comprehension of teamwork and teambuilding. This step will be accompanied by teambuilding exercises, providing employees with the necessary tools to implement them. Additionally, activities on conflict resolution will help employees realise potential problems that may occur within an organisation, the causes thereof, and how to tackle them in a manner that it will not be based simply on employees' personal understanding of the situation but on the complete picture of the organisation for which they work.

2. Learning Outcomes

After the completion of the workshop, the participants will be able to:

In terms of knowledge

- Describe teambuilding, its added value and how it can benefit a company or an organisation, as well as the stages of team development.
- Describe the different team roles according to Belbin's theory.

In terms of skills

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- Identify the natural role of each employee.
- Apply team work to reach a common goal.
- Apply techniques to enhance the team spirit within a company or an organisation.
- Utilise team building for problem solving/team management.

In terms of attitudes

- Implement different activities within a company or an organisation to enhance the trust among employees, and among employees and employers.
- Value the different roles within a company that can enrich decision-making process.

3. Duration

Module 2 – Team Building: 5 hours.

4. Training Method

- Classroom Learning
- Synchronous Electronic Learning
- Asynchronous Electronic Learning
- Blended Learning

5. Topics

Introduction to the Workshop

- Ice-breaking Activity
- Introductions
- Introduction to the Project
- Rules
- Aim and Objectives
- Structure

Module 2: Team Building (5h)

- **Energiser: “The Tower” (10’)**
- **Introduction to the Module (10’)**
- **Section 1 – Team Building Principles (80’)**
 - Defining team, teamwork, and team building
 - Definition of team and teamwork
 - Definition of team building
 - The different stages of development of a team
 - The Tuckman’s model
 - How a team can benefit an organisation/a company
- **Section 2 – Team Building Roles (30’)**
 - The natural role of each employee
 - The 9 Belbin Team Roles
 - The different roles within a company that can support the decision-making process
 - Understanding each other’s roles to get more involved in teamwork
 - Valuing the different roles within a company to support the decision-making process
- **Section 3 – Team Building Techniques (80’)**
 - Techniques to enhance team spirit
 - Applying teamwork and enhancing team spirit
 - How to make them work within the company
 - Reaching common goals thanks to teamwork
 - Team cohesion
 - Enhancing trust among employees, and employees and employers through team building
 - Different types of trust

- **Section 4 – Conflict Resolution within a Team (80’)**
 - The different types and layers of conflict
 - Definitions of “conflict” and “dispute”
 - The Lencioni’s model of conflict resolution
 - The different types of conflict
 - Teamwork as a problem-solving tool
- **Revision (10’)**
 - Revision Questions
 - Questions and Answers

Evaluation of the Workshop

Closure of the Workshop

6. Training Techniques

Module 2: Team Building (5h)

Energiser “The Tower” (10’)

Topics		Estimated Duration	Training Technique	Tools and Material
Team Building	roles	10’	<ul style="list-style-type: none"> - Group activity (teamwork) to reach a common goal - Discussion with the use of the PPT presentation 	<ul style="list-style-type: none"> - PPT - Presentation - Scissors, sticky tape, paper

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			<ul style="list-style-type: none"> - Round object (ping pong ball, apricot, egg, etc.) for each team
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Section 1 – Team Building Principles (80’)

Topics	Estimated Duration	Training Technique	Tools and Material
The different stages of development of a team	10’	<ul style="list-style-type: none"> - Individual activity with the use of the PPT presentation and participants’ cell phones - Lecture with the use of the activity results - Discussion with the use of the PPT 	<ul style="list-style-type: none"> - Participants' cell telephones - PPT presentation - “Mentimeter” application
How teamwork can benefit an organisation/a company	70’	<ul style="list-style-type: none"> - Video display - Individual activity - Group activity - Discussion with the use of the PPT presentation 	<ul style="list-style-type: none"> - PPT Presentation - Video - Printouts for the game - Pens

Section 2 - Team Building Roles (30')

Topics	Estimated Duration	Training Technique	Tools and Material
The natural role of each employee	40'	<ul style="list-style-type: none"> - Lecture with the use of the PPT presentation - Individual activity - Group activity - Discussion with the use of the PPT Presentation 	<ul style="list-style-type: none"> - Printed quiz - Pens - PPT presentation

Section 3 – Team Building Techniques (80')

Topics	Estimated Duration	Training Technique	Tools and Material
Reaching common goals thanks to teamwork	40'	<ul style="list-style-type: none"> - Lecture with the use of the PPT Presentation - Group activity - Discussion with the help of the PPT Presentation 	<ul style="list-style-type: none"> - Papers (A3) - Paperboard or whiteboard - Pens - PPT presentation
Enhancing trust among employees, and employees and	40'	<ul style="list-style-type: none"> - Lecture with the use of the PPT presentation - Group activity 	<ul style="list-style-type: none"> - Printed list of items for the activity

employers through team building			- PPT presentation - Pens
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Section 4 – Conflict Resolution within a Team (80’)

Topics	Estimated Duration	Training Technique	Tools and Material
The different types and layers of conflict	20’	- Video display - Discussion with the use of the PPT presentation - Lecture with the use of the PPT presentation	- Video - PPT presentation
Teamwork as a problem-solving tool	60’	- Group activity - Discussion with the use of the PPT presentation	- Pens - Papers - PPT presentation

Revision (10’)

Topics	Estimated Duration	Training Technique	Tools and Material
Revision questions	10’	- Questions and Answers with the use of the PPT presentation	- PPT presentation

7. Evaluation of the Workshop (All Modules)

The quality of the workshop will be assessed by collecting and analysing feedback from both the participants and the trainers.

The evaluation results will be collected through questionnaires which will cover different aspects of the action, such as the organisation of the workshop, the content and material of the workshop, and the attitude of attendees towards Learning Workplaces.

The questionnaires will be distributed to the participants and trainers either in online or in printed form.

Two types of reports will be produced from the information collected:

- Evaluation reports at partner country level, including also the results of the attitude tests.
- One report including aggregate data from the evaluation and the attitude tests from all the partner countries as well as recommendations for changing the attitude of employers towards Learning Workplaces deriving from the data collected from all the partner countries.