

#UP/ Efficient teams & teamwork

No. 8532

Target group: All employees who want to optimize and effectively use their skills for efficient teams and teamwork.

Prerequisites: An interest in online learning and a willingness to put the theory you have learned into practice and optimize it on a daily basis, to make sure that these new tools become a habit.

Training method: Online self-learning phases, live online sessions and support by professional learning experts.

Duration: approx. 45 days running time

Study time: 2 – 4 hours effective study time on the LearningHub @Cegos | 8 – 10 hours practice-oriented consolidation of what has been learned and successful transfer of the learning content into the working environment

Number of participants: min. 8 – max. 12

Languages: Available in 7 languages (ideal for international implementation)

DE EN FR ES IT PT CN

Price: on request

Benefits/Content: Thanks to this learning and implementation program, you will:

- Increase your team efficiency
- develop precise, performance-oriented team habits in meetings
- Be even better prepared to give positive and constructive feedback.

You can acquire, deepen and apply your skills for efficient teams and teamwork in your daily work through a combination of digital learning, live online sessions and support from mentors (supervisors or colleagues). We call this format #UP. It is based on a personalizable learning path that guarantees real learning success.

By using this format, we are keeping the promise of 4REAL, the process model of the Integrata Cegos Group, to offer you a lasting, practice-oriented and efficient learning experience.

You are the one who is in the driving seat: You have a clear objective right from the start and choose your own learning path.

Milestones Process Learning and applying

1. Learning set-up
Definition of your objective



Day 1 – 9 | 1 – 2 hours

2. Live Online Session
Exchange on learning content & support



Day 10 | 90 minutes

3. Personalize
your learning path



Day 10 – 11 | 30 minutes

Sprints – You choose two of the following sprints:

1. Chairing efficient meetings

- Public speaking:
Dealing with questions and answers
- Important tools for chairing efficient meetings
- Your transfer of learning – Hands-on tips for implementation in everyday work
- Dealing with passive, aggressive or manipulative behavior

2. Teamwork creates success

- Factors influencing successful teamwork
- Key tools for better outcomes through teamwork
- Your transfer of learning – Hands-on tips for implementation in everyday work
- Chair efficient meetings

3. Giving positive and constructive feedback

- Give positive and constructive feedback
- Ask for feedback
- Learn to deal with well and badly formulated criticism
- Important tools for giving positive and constructive feedback
- Hands-on tips for implementation in everyday work

4. Creating and tracking an effective project plan

- Develop and implement a project plan
- Key tools to create and track an efficient project plan
- Your learning transfer
- Create and track an effective project plan

4. Learning and applying to workplace



Day 11 – 40 | 4 – 10 hours

5. Live Online Session Exchange on transfer of learning



Day 38 – 43

Day 44 | 1 hour

6. Get certified Evidence validation*



Day 45

*Prerequisites for the certificate: Submission of two pieces of evidence from third parties (colleagues, managers, clients, etc.) in line with the learning objectives you set yourself at the beginning of the training program.

Mentoring path



Day 1 – 45 | 4 conversations

Involvement of a company internal mentor (colleague, manager, supervisor, etc.) in the learning program, who will assist you with:

- individual objectives (comparison of company and learning objectives)
- selecting sprints
- collecting learning evidence