

Professional Development Programme

TEAMWORK

The Teamwork programme focuses on the core principles and competencies required to collaborate efficiently with others using team-based tools and platforms.

Effective teamwork involves a group of individuals working collaboratively to achieve a common objective. Collaborative technologies provide a means for team members to communicate efficiently, plan and organise tasks, and share knowledge and information online.

Students will receive an ICDL Certification upon passing the assessment.

Programme Outline

- Introductory Concepts
- Calendars and Task Management
- Communication methods
- Collaborative production

Objectives

- Understand the fundamental concepts behind collaborative tools and platforms
- Improve team coordination and effectiveness by managing calendars and tasks effectively
- Utilise conversations, meetings, and webinars as communication channels
- Use appropriate collaboration technologies to store, share, and exchange information, generate ideas, and produce outputs that align with team goals

Learning Mode, Duration and Fee

LEARNING MODE	Online Learning	Face-to-Face (on-campus)	Self-Learning
DURATION	2 days		Within 12 months
FEE	RM 1,600	RM 1,600	RM 300

Level

 Workforce

Assessment Mode

Test (upon completion of training)

Offered at

INTI International College Penang
INTI International College Subang

Intakes

MAY, SEPT, DEC