

Award in Effective Team Working Skills

Applying for this course:

Individuals who completed compulsory schooling up to 65 years of age, and who hold a MQF level 2 qualification OR have at least 3 years' work experience can apply for this course. For further information, kindly contact us on ga.jobsplus@gov.mt stating your ID card number, attaching copies of your qualifications and a copy of your CV highlighting your work experience.

Course Duration

This course is of 20 hours duration and consists of one Module - (including 2-hour assessment)

General pedagogical guidelines and procedures for this course:

The delivery of this course will be mainly held through a series of discussions, class work exercises and hands-on training. These will enable learners to practice and consolidate the classroom training. The trainer will also be holding lessons with the learners which will consist of various presentations and demonstrations.

General assessment policy and procedures for this course:

The learner will be assessed through an Ongoing Assessment that will take place throughout the duration of the course. At the end of the course, each learner will deliver a 10-minute presentation, in order to be assessed on his/her competence. The topic of the presentation will be chosen beforehand in agreement with the trainer.

Module 1 Learning Outcomes- **Effective Team Working Skills**

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| <ul style="list-style-type: none">✓ Collaborate effectively within a team✓ Lead a team efficiently and effectively✓ Manage team synergy by using the forming, storming, norming and performing methodology✓ Deal with change✓ Deal with difficult team members | <ul style="list-style-type: none">✓ Explore conflict and conflict resolution✓ Define clear roles and responsibilities within a team✓ Describe ways on how to be an effective team member✓ Define the forming, storming, norming and performing methodology✓ Apply appropriate communication methods during social and cross-cultural interactions |
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Module Assessment: The assessment will be as follows:

Each learner will be assessed through ongoing assessments throughout the whole course, which will take into consideration the learner's classroom participation. This will have a total of 40% of the global mark.

Each learner will deliver a 10-minute presentation, in order to be assessed on his/her competence. The topic of the presentation will be chosen beforehand in agreement with the Trainer. This will have a total of 60% of the global mark.

Trainees will need to obtain a pass mark from both the Ongoing Assessment and the Presentation. The pass mark is 45%.

The Malta Further and Higher Education Authority (MFHEA) deems this certificate to be at Level 4 of the Malta Qualifications Framework and the European Qualifications Framework for Lifelong Learning. This course comprises study modules to which a total of 1 ECTS point is assigned.