

**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

**Assessment Mode**

Test (upon completion of training)

**Assessment Format**

Candidates must pass the diagnostic test (80%) with up to 3 practice attempts before taking the certification test (75%). Both are conducted online via ICDL Skillbox and include multiple-choice and practical questions.

**Offered at**

INTI International College Penang  
INTI International College Subang

**Intakes**

MAY, SEPT, DEC