

KOENIG SOLUTIONS • COURSE OUTLINE

BCS Practitioner Award in Collaborating with Business Teams

Learn to collaborate effectively with business teams through tailored communication, personal style awareness, active listening and feedback skills.

4

MODULES

16

TOPICS

COURSE OVERVIEW

This course covers the purpose and intention of communication, including how to adapt information and select suitable formats and tools for different audiences. It then examines personal collaboration style, looking at emotional intelligence, personal branding and the impact of attitude when working with others. It moves on to skills for successful collaboration such as active listening, storytelling and business networking, together with adapting collaboration and communication styles. Finally, it addresses the value of feedback, from seeking clarity to gathering and responding to feedback.

WHO THIS COURSE IS FOR

Business Analysts

Team Collaborators

Project Team Members

Business Team Leads

Stakeholder Liaisons

LEARNING OBJECTIVES

- Explain the purpose and intention of communication
- Analyse information needs and adapt content for an audience
- Analyse the suitability of collaboration tools and methods
- Interpret information presented in a range of formats
- Analyse personal collaboration style and emotional intelligence
- Explain the impact of personal branding and attitude
- Demonstrate active listening and storytelling skills
- Interpret feedback to select a suitable response

4 Modules, 16 Topics

01

Purpose and Need for Collaboration

TOPICS

- Explain the purpose and intention of communication
- Analyse the required level of information and modify information to fit your audience
- Analyse the suitability of communication methods and collaboration tools
- Demonstrate how to select the appropriate format to present data and information
- Interpret information provided to you in a range of formats

02

Your Own Collaboration Style

TOPICS

- Analyse your own collaboration skills
- Explain the importance of emotional intelligence (EQ) when collaborating
- Analyse the importance and use of personal branding
- Explain the impact of a positive attitude when collaborating with others

03

Skills for Successful Collaboration

TOPICS

- Demonstrate active listening skills
- Analyse the purpose and benefits of storytelling in communication
- Explain the skills used in business networking
- Analyse the need to adapt your collaboration and communication styles

04

The Value of Feedback

TOPICS

- Explain the need to seek clarity in communications
- Analyse the suitability and effectiveness of methods of gathering feedback
- Interpret feedback to select a suitable response

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

Learn the Way That Suits You

Classroom Training

Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

1-on-1 Training

Ready to Get Started?

Talk to a learning advisor about schedules, group training and customised delivery.

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