

Formation

Work Effectively in a Team (Travaillez efficacement en équipe)

Durée de la formation :	8 heures
Date de la session :	du 18/06/2026 au 17/09/2026
Dates précises :	
Horaires de la session :	Independently, at your own pace
Lieu :	E-learning (en ligne) - OpenClassrooms platform
Nombre de places maximum :	20
Formateur(s) :	OPENCLASSROOMS
Prérequis sur cette formation :	None
Public ciblé :	Université de Bordeaux staff and site/PUI partners
Public prioritaire :	Projet managers, team leaders, anyone involved in a project
Date limite d'inscription :	11/06/2026

Objectifs :

Teamwork is an essential skill that can be learned! In this training, we will go over how to take advantage of a team's formidable leverage: collective intelligence.

You might think that working on a team comes naturally, or that it can be learned on the job. Perhaps you believe that it's not as important as your role or individual tasks.

However, this fundamental skill is highly prized because it's rare!

While it is true that nothing prepares you better for working in a team than... working in a team, you can avoid compromising your performance or feeling isolated if you understand common practices and issues, as well as behavioral techniques. These techniques will enable you to grow within and through the team as well as teach you how to benefit from the power of collective intelligence.

Goals of the training:

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Find your place in the team

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Adopt a good relational dynamic

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Use positive communication

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Allocate tasks and delegate

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Use collaborative tools

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Organize effective, agile meetings

Programme :

Part 1: Find Your Place in the Team

1. Working in a Team: Overcome Your Resistance
2. Understand the Way You Function
3. Develop Your Emotional Maturity
4. Locate Yourself in the Hierarchical Structure
5. Define Your Role in the Team
6. Quiz

Part 2: Communicate With Your Team Members

1. Your First Steps Within the Team
2. Find the Right Relationship Mindset: Empathy and Assertiveness
3. Bring Active Listening and Positive Communication Into Play
4. Learn to Accept Criticism and Master Giving and Receiving Feedback
5. Manage Difficult Personalities and Break Free From Psychological Games
6. Quiz

Part 3: Organize Yourself and Boost Your Performance in Your Team

1. Adopt the Rules of Cooperation and Collective Intelligence
2. Use Collaborative Tools
3. Learn to Distribute Tasks and Delegate
4. Running Efficient, Agile Meetings
5. Manage Your Time and Your Motivation
6. Quiz

Pour tout renseignement complémentaire :

Chargé(e) de formation : <mailto:bf-formations.innovation@u-bordeaux.fr>
Pôle AGRH – service développement des compétences

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