

# Collaboration Excellence in the Workplace

Building collaboration capability  
that delivers real organisational results.



# COLLABORATION EXCELLENCE IN THE WORKPLACE

**Why “one-size-fits-all” training **doesn’t survive real work.****

**Collaboration is no longer a soft skill.  
It is a performance capability.**

This practitioner-led capability programme strengthens how people work together across teams, functions, and organisations built for real operating conditions.

## WHY COLLABORATION HAS BECOME A CRITICAL CAPABILITY

Modern organisations operate across functions, partners, and delivery models not designed to work seamlessly together.

### As a result

- Decisions slow
- Accountability becomes unclear
- Effort is duplicated
- Delivery quality declines

These issues are rarely caused by lack of intent. They are caused by structural complexity and misaligned ways of working.

## GENERIC CORPORATE TRAINING PROGRAMMES

Most programmes are designed to be scalable, not effective.

### They prioritise

- Familiar frameworks
- Generic case studies
- Classroom comfort

What they rarely prioritise is **behaviour change under pressure.**

Collaboration Excellence in the Workplace equips teams to perform when conditions are imperfect

**Training that** does not change **behaviour** is not capability building.

This programme is designed to address that gap

Accredited and **quality assured**



Internally accredited by  
IBDL Learning Group



Accredited by the Technical and  
Vocational Training Corporation

# What this programme Prepares you to do

**Collaboration Excellence in the Workplace** prepares professionals and organisations to collaborate effectively in real operating environments where priorities compete, accountability is shared, and execution happens under pressure.

The focus is on applying collaboration consistently in day-to-day work; not just understanding it conceptually.

## PARTICIPANTS DEVELOP THE CAPABILITY TO

-  Work effectively across teams, functions, and stakeholders
-  Communicate with clarity in complex and fast-moving situations
-  Make decisions collaboratively without slowing delivery
-  Manage tension and disagreement constructively
-  Align diverse perspectives around shared outcomes

The programme focuses on the behaviours, communication patterns, and decision-making practices that enable collaboration to perform at scale. Not in theory, but in real organisational conditions.

It is designed for immediate application and **measurable impact**.

## Programme structure and **delivery options**

### Programme Duration

15 learning hours (five-day programme)

### Delivery Format

Instructor-led (classroom or live online)

### Flexible Delivery

Adaptable for organisational requirements and team-based rollouts

### Organisation Bundles

Organisational packages and volume discounts available

## Instructor-led delivery

Every training unit is delivered by subject-matter experts with real-world experience

# Curriculum Outline

Collaboration Excellence in the Workplace is structured around a set of focused learning units, each designed to build practical collaboration capability that can be applied immediately in real organisational settings.

The programme is delivered across five core units, **sequenced to reflect how collaboration strengthened in modern organisations.**

## UNIT 1: EFFECTIVE COMMUNICATION SKILLS

This unit establishes a shared understanding of what collaboration means in today's organisations beyond teamwork as a concept.

### Participants explore

- What collaboration is; and what it is not
- Why collaboration fails even in well intentioned teams
- The difference between cooperation, coordination, and collaboration
- Communicate clearly across teams, functions, and levels
- Reduce misunderstandings and misalignment
- Adapt communication styles to different contexts and stakeholders
- Support collaboration through clarity, not volume

### Outcome

Participants gain a clear, practical definition of collaboration and understand why it must be treated as a performance capability, not a soft skill.

## COURSE DURATION & TIMELINE

### Unit 1 at a glance

**Total duration:** 3 hours

**Format:** Instructor-led

**Structure:** Modular, session-based delivery

#### 1 Programme start

**Session start time:** To be confirmed

##### Pre-knowledge check

**5 minutes:** Baseline assessment to establish current understanding and focus learning.

#### 2 Core learning sessions

 **Session 1** | 45 minutes  
Focused capability-building module

 **Break**

 **Session 2** | 45 minutes  
Applied learning and discussion

 **Break**

 **Session 3** | 45 minutes  
Integration and real-world application

#### 3 Programme close

 **Post-knowledge check** | 5 minutes  
Measures learning progress and capability uplift.

 **Training evaluation (participant survey)**  
Captures feedback and immediate learning impact.

**Session end time:** To be confirmed

A structured, time-efficient programme designed for **immediate application and measurable impact.**

# Curriculum Outline

The Emotional Intelligence unit is designed to progress from individual self-awareness to interpersonal application, ensuring participants can **apply emotional intelligence effectively in real workplace situations.**

## UNIT 2: EMOTIONAL INTELLIGENCE

This course develops self-awareness and interpersonal awareness as critical enablers of collaboration.

### Participants explore

- How emotions influence behaviour and decision-making
- Managing reactions under pressure
- Building trust and psychological safety
- Strengthening relationships across diverse teams

### Capability outcome

Participants build emotional awareness and regulation skills that support constructive collaboration and sustained performance.

## COURSE DURATION & TIMELINE

### Unit 2 at a glance

**Total duration:** 3 hours

**Format:** Instructor-led

**Structure:** Modular, session-based delivery

### 1 Programme start

**Session start time:** *To be confirmed*

#### Pre-knowledge check

**5 minutes:** Baseline assessment to establish current understanding and focus learning.

### 2 Core learning sessions

- **Session 1** | 45 minutes  
Building self-awareness and understanding how emotions influence workplace behaviour and decisions.
- Break
- **Session 2** | 45 minutes  
Developing emotional regulation skills to respond constructively under pressure
- Break
- **Session 3** | 45 minutes  
Applying emotional intelligence to strengthen collaboration, trust, and working relationships.

### 3 Programme close

- **Post-knowledge check** | 5 minutes  
Measures learning progress and capability uplift.

- **Training evaluation (participant survey)**  
Captures feedback and immediate learning impact.

**Session end time:** *To be confirmed*

# Curriculum Outline

The Problem Solving and Decision Making unit **focuses on decision-making in conditions of uncertainty, ambiguity, and competing priorities.**

## UNIT 3: PROBLEM SOLVING AND DECISION MAKING

This course addresses how teams make decisions collaboratively without slowing delivery.

### Participants explore

- Analyse problems from multiple perspectives
- Make structured decisions in shared-accountability environments
- Balance collaboration with ownership and pace
- Managing pressure and complexity
- Strengthening collaboration and trust
- Improving judgement and decision-making

### Capability outcome

Participants make informed, collaborative decisions that maintain momentum and accountability.

## COURSE DURATION & TIMELINE

### Unit 3 at a glance

**Total duration:** 3 hours

**Format:** Instructor-led

**Structure:** Modular, session-based delivery

### 1 Programme start

**Session start time:** To be confirmed

#### Pre-knowledge check

**5 minutes:** Baseline assessment to establish current understanding and focus learning.

### 2 Core learning sessions

 **Session 1 | 45 minutes**  
Understanding Problems Clearly  
Building structured approaches to defining problems, identifying root causes, and avoiding common thinking traps..

 Break

 **Session 2 | 45 minutes**  
Analysing Options and Making Decisions  
Applying analytical tools and frameworks to evaluate options, assess risk, and make informed decisions.

 Break

 **Session 3 | 45 minutes**  
Applying Decision-Making in Real Situations  
Translating structured problem-solving into practical workplace decisions under time pressure and uncertainty.

### 3 Programme close

 **Post-knowledge check | 5 minutes**  
Measures learning progress and capability uplift.

 **Training evaluation (participant survey)**  
Captures feedback and immediate learning impact.

**Session end time:** To be confirmed

# Curriculum Outline

The Presentation Skills unit focuses on clarity, confidence, and audience impact, enabling participants to present information in a way that supports decision-making, alignment, and action.

## UNIT 4: PRESENTATION SKILLS

This course strengthens how professionals' structure, deliver, and communicate ideas in business and organisational settings.

### Participants explore

- The purpose and business value of effective presentations
- Structuring content clearly, from introduction to conclusion
- Adapting messages to different audiences and contexts
- Techniques for engaging and influencing audiences
- Managing nerves and maintaining confidence under pressure
- Handling questions and challenging situations professionally

### Capability outcome

By the end of this unit, participants can structure and deliver presentations that communicate ideas clearly, engage audiences effectively, and support confident, professional decision-making.

## COURSE DURATION & TIMELINE

### Unit 4 at a glance

**Total duration:** 3 hours

**Format:** Instructor-led

**Structure:** Modular, session-based delivery

### 1 Programme start

**Session start time:** To be confirmed

#### Pre-knowledge check

**5 minutes:** Baseline assessment to establish current understanding and focus learning.

### 2 Core learning sessions

 **Session 1 | 45 minutes**  
Structuring Effective Presentations  
Building clear, logical presentation structures that support understanding, decision-making, and impact.

 Break

 **Session 2 | 45 minutes**  
Confident Delivery and Presence  
Developing confidence, voice control, and body language to deliver presentations clearly and professionally.

 Break

 **Session 3 | 45 minutes**  
Engaging and Influencing Audiences  
Applying techniques to engage audiences, reinforce key messages, and handle questions effectively.

### 3 Programme close

 **Post-knowledge check | 5 minutes**  
Measures learning progress and capability uplift.

 **Training evaluation (participant survey)**  
Captures feedback and immediate learning impact.

**Session end time:** To be confirmed

# Curriculum Outline

The Teamwork unit focuses on building effective collaboration in real organisational settings, **strengthening how individuals work together to achieve shared outcomes, manage differences, and perform under pressure.**

## UNIT 5: TEAMWORK

This course strengthens how professionals' structure, deliver, and communicate ideas in business and organisational settings.

### Participants explore

- What teamwork means in practice, beyond roles and job titles
- The business value of effective collaboration and shared accountability
- The characteristics of high-performing teams
- The stages of team development and how team dynamics evolve over time
- Communication techniques that support trust, alignment, and cooperation
- Approaches to managing disagreement and resolving conflict constructively

### Capability outcome

By the end of this unit, participants can contribute more effectively within teams, communicate clearly and constructively, support collective decision-making, and apply practical teamwork principles to improve performance and outcomes.

## COURSE DURATION & TIMELINE

### Unit 5 at a glance

**Total duration:** 3 hours

**Format:** Instructor-led

**Structure:** Modular, session-based delivery

### 1 Programme start

**Session start time:** To be confirmed

#### Pre-knowledge check

**5 minutes:** Baseline assessment to establish current understanding and focus learning.

### 2 Core learning sessions

 **Session 1 | 45 minutes**  
Understanding Teamwork  
Exploring what defines effective teamwork and the behaviours that support strong team performance.

 Break

 **Session 2 | 45 minutes**  
Team Dynamics and Development  
Understanding the stages of team development and how teams evolve, adapt, and perform over time.

 Break

 **Session 3 | 45 minutes**  
Applying teamwork principles to real workplace scenarios, including communication, coordination, and conflict resolution.

### 3 Programme close

 **Post-knowledge check | 5 minutes**  
Measures learning progress and capability uplift.

 **Training evaluation (participant survey)**  
Captures feedback and immediate learning impact.

**Session end time:** To be confirmed

# HOW LEARNING IS APPLIED

This programme is designed to ensure **learning translates into observable behaviour change**, not just knowledge acquisition.

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## PARTICIPANTS EXPLORE

- ✓ Apply course tools to real workplace scenarios
- ✓ Reflect on current collaboration challenges
- ✓ Identify practical actions they can take immediately
- ✓ Transfer learning into day-to-day work
- ✓ The emphasis is on collaboration that performs under real organisational conditions

## THIS PROGRAMME IS DESIGNED FOR

-  Bachelor's degree holders
-  New employees

## COURSE PREREQUISITES

No prior specialist training is required.

The course is suitable for participants at an early career stage or those transitioning into professional roles and seeking to build core workplace capabilities.

## PROGRAMME DELIVERY

- Instructor-led delivery by subject-matter experts
- Classroom or live online formats
- Adaptable for organisational and team-based rollouts
- Designed to change how people operate, not just what they know.

## WHAT THIS TYPE OF TRAINING DELIVERS

### Immediate Application

Apply learning directly to real work not later, not hypothetically

### Performance Under Pressure

Operate effectively in fast-moving, high-accountability environments

### Clarity in Collaboration

Communicate and collaborate with confidence when it matters most

### Stronger Decision-Making

Make better decisions through heightened behavioural awareness

## The result:

More capable individuals. Stronger teams.  
And learning that delivers measurable impact where it matters.

## COCREATE TO ACTIVATE™

CoCreate to Activate™ is Maximus Academy's four-step method for building skills that last—not just in the classroom, but inside real organisations operating in fast-moving, high-demand sectors across the region.

### Turning capability into national outcomes.



#### ASSESS

Understand the real operating world



#### DESIGN

Build training that fits the sector



#### DELIVER

Teach through Saudi SMEs and practitioners



#### SUSTAIN

Embed the change inside organisations

#### What this Ensures

- Skills that match global industry demands, not generic international templates.
- Immediate operational impact, because training is built around real sector challenges.
- Lasting organisational capability through the adoption of performance-driven tools and behaviours.

It is the difference between training individuals and equipping an entire workforce with the capabilities to perform, adapt, and deliver at scale.



Register for the course through the QR code

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