



**Training • Facilitating • Coaching
Team Success**

Objectives:

- Understand the benefits of teamwork
- Recognize the different kinds of teams
- Learn the stages of team development and how to move the team to the performing stage
- Understand the core competencies of an effective team
 - clarifying purpose and goals
 - defining roles and responsibilities
 - using ground rules to self manage
 - building trust
 - communicating effectively
 - understanding and appreciating members styles
 - handling conflicts
 - solving problems
 - building consensus
 - making effective group decisions
 - successful meeting management tools

BUILDING AN EFFECTIVE TEAM

Purpose: To understand the basic steps to effective team building and use them to start a new team or improve an existing team.

Teamwork

- Define the benefits and challenges
- Reasons for the increasing use of teams and types of teams

The Components of an Effective Team

- Task vs. Process

Stages of Team Development

- Qualities at each stage
- Moving from each stage into high performance

Clarifying the Teams Purpose

- Mission, Vision, Values, and Goals

Roles and Responsibilities

- Clarify team roles both task and process roles

Ground Rules

- Creating guidelines for how to work together
- Using the ground rules to self manage

Team Styles

- Understanding and appreciating team styles
- Working with the challenges of each style

Group Conflicts

- Dealing with difficult people
- Creating processes for facilitating group conflicts
- Building trust

Solving Problems

- Problem solving model
- Creative problem solving techniques

Making Effective Group Decisions

- Understand and use consensus appropriately
- Group decision making techniques

Making Meetings Work

- Ingredients of effective meetings
- Meeting management tools

Methodology: A highly experiential program combining short lectures with a variety of exercises to engage participants.

Recommended Length and Size: Three days for complete program or a shorter can be customized upon request.

Materials: Customized workbook, profiles and other instruments are at an additional cost.