

Team Building Workshop

An individual can work effectively on their own, but for them to truly realise their potential it is better to work in a team environment. A team can produce more, make better decisions, improve communication and relationships, handle problems and generally create a better more social working environment. However teams create a management overhead and cause 'cultural problems.' We need to ensure that we have the right skills to enable the team to be truly effective. This workshop looks at team working skills and the principles involved. It will demonstrate good communication practice and how to resolve difficulties in a team situation.

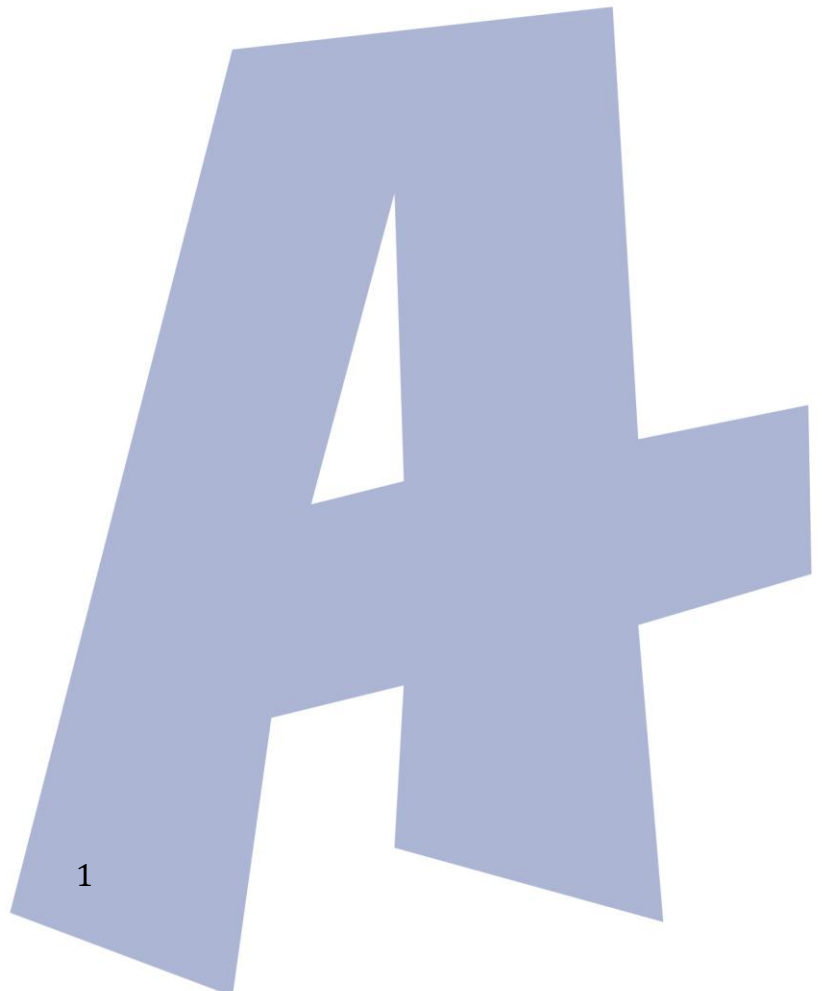
Who will the course benefit?

Anyone who has to work in a team environment and wants to learn how to be more effective.

Course Objectives

To provide the skills necessary for effective team working.

Course Duration: 1 - 3 days



This course will enable delegates to:

- Understand their characteristics within the team environment.
- Improve their team communication
- Use time effectively and increase their understanding of the time management principle
- Identify personal motivation
- Improve their decision making
- Understand how they can contribute to the team
- Understand their role
- Identify a strategy for providing feedback.
- Establish the principles of planning and setting objectives.
- Identify the requirements of good communication.
- Establish how motivation effects the working environment.
- Develop and increase their problem solving and decision making skills.
- Understand the roles and individuals within a team.
- Identify their personal thinking styles.
- Handle a task in a crisis and under pressure

Course Content

Team Building

- Functions within the team
- Group processes
- Development and maintenance roles with the team
- Team working
- Team and Inter-group Communication
- Team role profile
- Stages of team development
- Processes to promote team development

Providing Feedback

- Major categories of verbal behaviour
- Positive and negative areas
- Responses to the categories

Task Cycle

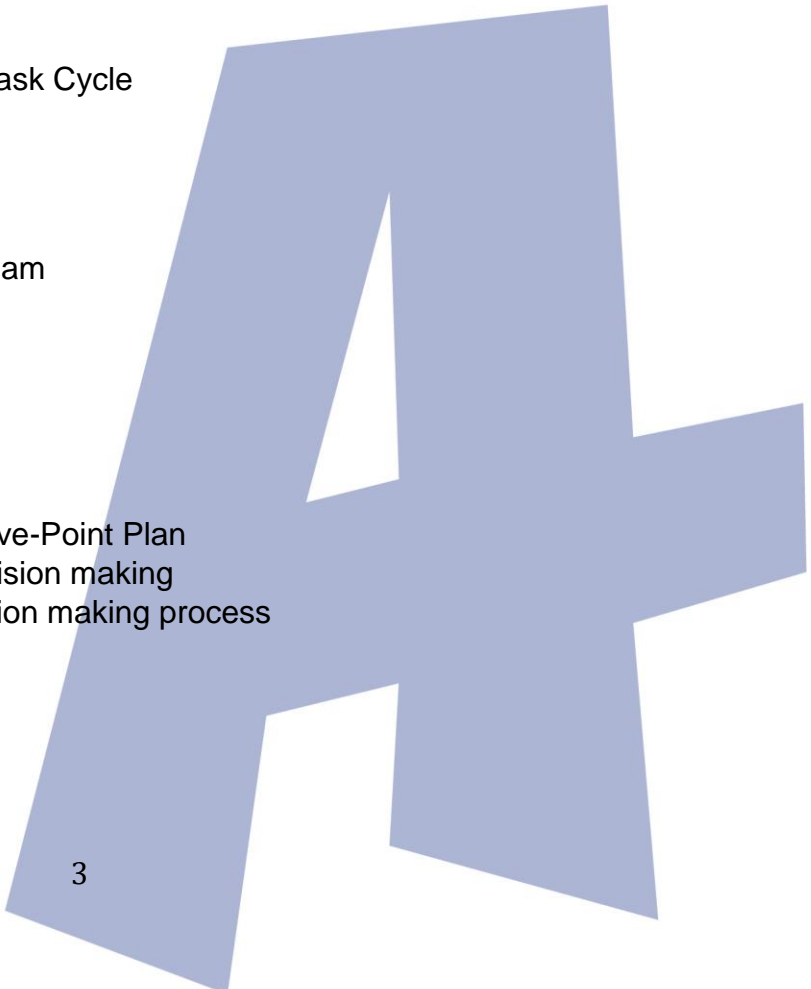
- Defining the task
- Long and short term objectives
- Stages in the task process
- Needs of planning
- Monitoring and controlling Task Cycle

Using Time Effectively

- Time as a resource
- Controlling time within the team
- Personal time planning
- Principles of delegation
- Decision Making

Decision Making

- Developing and using the Five-Point Plan
- Factors that affect good decision making
- Using the group in the decision making process
- When not to use the group



Motivation

- Major motivational theories
- Leadership motivation
- Team motivation
- Personal motivation

Developing Thinking Skills

- Blocks to creativity
- Conceptual and reflective thinking
- Thinking in pictures
- Imaginative thinking in action
- Thinking styles

Crisis and Pressure Management

- Working under deadlines
- Handling pressure
- Managing expectations
- Shortening the planning horizon

Self-development Plan

- Individual goals, long, medium and short term
- A personal evaluation of strengths and weaknesses

