

Syllabus and Webinar Details

Intelligent Teams

Course Overview

Working effectively in teams is essential to the success of every manager. To do so, managers need their teams to work collaboratively and efficiently. In the digital age we live in today, communication and collaboration can become extremely challenging, as in many cases teams are spread across the globe.

This course will help managers address these needs at an individual, team and organizational level. The course combines cutting edge content from research at MIT, an engaging approach to learning including individual and peer group assignments, and a continual focus on application for you, your team, and your organization. All group discussions and assignments will be done using a sociometric tool : Meeting Mediator developed by the MIT Media Lab. This tool gives instant feedback on virtual meetings allowing participants to course correct and learn how to be more effective in their communications and outcomes.

At the end of this course, you will be able to:

- Look more insight fully at your own behavior and the dynamics of your team
- Help your group deploy these ideas to increase efficiency and effectiveness, whether you sit in the same office or are deployed around the world
- Empower your larger organization to use these frameworks and models to increase idea flow, team engagement, collaboration, and innovation.

Course Format

Each week you will engage with the interactive videos and group assignments and reflection exercises. You will be able to put theory into practice in your workplace. At the same time, you will be exchanging ideas with your fellow classmates through team assignments, through the mobile discussion board on Slack, through meetings on Meeting Mediator and through the webinars.

Modules

The program is structured around four modules over four weeks. During these four weeks, you will be exposed to a range of methodologies including video lectures, group assignments and applications within your own company. Each module is one-week long. Our modules begins on Mondays.

Start Date	Module and Topic	Key Activities
22 Nov	Week 0 - Arrival and Set-up	Create Your Canvas <i>Discussion:</i> Introduction Select your Peer Learning Partner
29 Nov	Week 1 - Module 1 - Honest Signals: Biological Roots of Human Behavior	Introductory Webinar Peer learning circle using Meeting Mediator

		<p><i>Discussion:</i> What Are Your Data?</p> <p><i>Assignment:</i> Reading s communicat</p>
06 Dec	Week 2 – Module 2 – Team of Teams: How Teams Interact to Make up Larger Organizations	<p>Webinar</p> <p>Peer learning circle using l</p> <p><i>Assignment:</i> Changes to in and engagem</p>
13 Dec	Week 3 – Module 3 - Management 2.0: Social Incentives to Change Behavior	<p>Peer learning circle using l</p> <p><i>Discussion:</i> Using social in make better dec</p>
20 Dec	Week 4 – Module 4 - Self-Aware Organizations	<p>Webinar</p> <p>Peer learning circle using l</p> <p><i>Assignment:</i> Personal Action</p>

Group Assignment

Throughout the module there will be peer learning circles. These are labeled as Peer Learning Circle 1, 2 etc. You will come together as a group on Meeting Mediator to discuss the topics for that week.

Webinars

There will be webinar sessions to answer questions from participants during the week. Questions for the webinar need to be submitted to the Course Facilitator up to 12 hours before the webinar. Webinars are optional but we encourage you to attend as we can investigate popular topics and questions and learn from each other.

No.	Date	Time
1	Friday, 1st December 2017 - Introductory Webinar	11:30 A.M - 12:30 P.M (GMT)
2	Monday, 11th December 2017 - Week 2 Webinar	11:30 A.M - 12:30 P.M (GMT)
5	Friday, 22nd December 2017 - Week 4 - Final Webinar	11:30 A.M - 12:30 P.M (GMT)

Our Recommendations

To take full advantage of this course, we advise the following:

Stay up to date. The pace of the course is fast and there are many moving parts – individual assignments, group meetings, etc. It will be difficult to catch up if you fall behind.

Interact with your classmates. The course will fly by and before you know it the four weeks will be gone. Do reach out early on to your classmates to build connections. Share your experiences and learn from each other.

Put it into practice. One of our key objectives is to make you more effective at work and in life. To do that you'll need to try out new behaviors, so please do the implementation exercises in each module. The more you practice, the more you'll change, the more effective you'll be.