



The Art of Team Building Skills

Website: www.btsconsultant.com

Email: info@btsconsultant.com

Telephone: 00971-2-6452630

The Art of Team Building Skills

Course Summary:

Working in teams can be fantastic, if team members work well together. However, if people are pulling in different directions, the experience can be awful. What's worse is that without sufficient direction, teams can focus on the wrong objectives, can fail to use essential resources available, can be torn apart with avoidable infighting, and can fail, with sometimes dire consequences for the organization

Like it or not, teams are here to stay. An effective team, more often than not, produces first-rate results. High-performing teams exhibit accountability, purpose, cohesiveness, and collaboration. How do you turn a dysfunctional group into a productive team?

Can you make a good team better? Find out the answers to both of these questions during a full schedule of active team building training. This program will provide delegates with tools and techniques to not only learn how to build teams but also sustain team effectiveness under difficult situations.

Who Should Attend?

Executives, Managers, Supervisors, Team Leaders, Superintendents, Financial Officers and Controllers, Process Managers, Strategic Planning Managers, Key Personnel, Champions, Officers, Engineers, Administrative Staff, anyone who is or will ever be involved in teamwork in any organizational context

Course Objectives:

By the end of this course, delegates will learn about:

- Understand why 'team' concept is adopted in organizations
- Describe the qualities and characteristics of a team and the process of working as a team
- Identify necessary members of a team and the roles of team members

- Describe fundamental steps in planning, executing and evaluating a meeting
- Apply the tools and techniques for an effective team meeting
- Understand processes for and types of decision making
- Recognize various communication styles and methods in an effective teamwork
- Understand approach to motivating team members

Course Outline:

Team Dynamics and Characteristics

- The importance of teams
- Teams contribution
- The advantages of teamwork
- The difference between teams and groups
- Fundamental elements of a team
- Task vs. process, and why this is also important to teamwork

Building Teams

- The definition of a Team
- What are the differences between Teams and Groups?
- What are the types of Teams?
- How you can select and hire your team members
- How you can build rapport and creating team spirit
- How you can handle existing teams
- How you can handle experts within your team
- How you can adapt new members to an existing team

Team Types, Autonomy & Structures

- Advice teams
- Action teams
- Project teams
- Production teams
- Team structures
- Self-management teams

Team Roles and Responsibilities

- Team leader
- Team facilitator
- Team recorder
- Timekeeper
- Team member

Stages of Team Development

- Building a successful team
- Team decision-making techniques

Team Communication

- Assertive communication
- Active listening
- Providing feedback
- Resolving breakdowns

Team Motivation & Conflict Management

- Symptoms of poor motivation
- What is motivation?
- Three-Factor Motivation Theory
- How to handle your team conflicts
- What are corrective actions and how to use them