



Team Management & Stress Control Techniques

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Course Summary:

One of the most frequent concerns and complaints of people today is that they don't have enough time to do what they, or especially their bosses, want them to do. Consequently, there are many resources with guidelines and tips to manage time more effectively. Time management and stress management often are closely related and discussed together. The aim of this course is to help participants become more efficient and effective in managing their life. Participants on this interactive course will explore various time management skills and stress management techniques to get better control and have a more positive impact over their life at the professional and social levels.

Who Should Attend?

Managers, Executives, Managers, Team Leaders, Superintendents, Chief Engineers, Senior Engineers, Newly Qualified Engineers, Plant Managers, Project Managers, Quality Managers, Technical Managers, Supervisors, Financial Officers and Controllers, Process Managers, Strategic Planning Managers, Key Personnel, Champions, Officers, Supervisors, Department Heads, Engineers, Foremen, anyone in managerial and administrative positions, Engineering Professionals, Project and Design Engineers, Technical Operational Staff, Technical Sales Staff, Research and Development Professionals, Technical Personnel, Maintenance and Supervisory Managers, Maintenance Planning Staff, Technical Managers, Project team members

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