



## Team Building Skills workshop

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# Team Building Skills workshop

## Introduction

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 workshop will provide delegates with tools and techniques to not only learn how to build teams but also sustain team effectiveness under difficult situations.

## Workshop Methodology

The most up to date training methodology is used to present this workshop. The workshop is carefully designed to address practical style of learning and to fully engage participants. Tutorials are used through individual exercises and group discussions. These discussions provide opportunities for personal participation in simulated real situations. During these discussions the participants will discover what they might do and what they can do out of what they are learning. This process makes the training fun filled, fast-paced, challenging and empowering.

## Who Should Attend?

Managers, supervisors, first line managers, team leaders, project managers and anyone else who is or will ever be involved in teamwork in any organizational context.

## Certificate

**BTS** attendance certificate will be issued to all attendees completing minimum of 80% of the total course duration.

## Course Objectives:

This workshop will help participants:

- 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;
- Compare and contrast the qualities of an effective team with those of an ineffective team;
- 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;
- Prepare an action plan to implement on return to work.

## Course Outline:

### Part 1: 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.

### Part 2: Team Types, Autonomy & Structures

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

### Part 3: Team Roles and Responsibilities

- Team Leader
- Team Facilitator
- Team Recorder
- Timekeeper
- Team Member

### Part 4: Team Dynamics Tools and Techniques

- Team Ground Rules
- "I" Time
- Go-Around
- Brainstorming
- Slip Method
- Prioritizing
- Parking Lot
- Road Map

### Part 5: Stages of Team Development

- Building a Successful Team
- Team decision-making techniques

## Part 6: Team Communication

- Assertive Communication
- Active Listening
- Providing Feedback
- Resolving Breakdowns

## Part 7: Team Motivation

- Symptoms of Poor Motivation
- What Is Motivation?
- Three-Factor Motivation Theory