

## TEAM BUILDING WORKSHOP

**PURPOSE:** The purpose of the Team Building Workshop (TBW) is to provide employees with the knowledge, skills, and ability to produce a high performing team, improve problem solving and decision making using teams, and create a team environment in the workplace

The workshop explores the entire team building process and the typical dynamics that occur as groups grow into high performing teams. Discussion focuses on effective team membership as well as how to be an effective team leader. Discussion also focuses on how to handle team challenges such as negative attitudes, poor team behavior, and the common problems that reduce team effectiveness.

**LEARNING OUTCOMES:** As a result of attending TBW, participants will be able to:

- Define the elements of an effective team
- Explain how groups become high performing teams
- Identify and reduce team member tension and problems
- Apply team meeting techniques effectively
- Describe team member styles
- Use active listening techniques

**LENGTH:** One Day 09:00 – 16:00

**IACET CEU:** 0.55 CEU

**BENEFITS:** A stimulating use of practice sessions, application exercises, feedback, and discussion of the real-life challenges faced by the participants. Participants are able to develop strategies for dealing with their own work situations. The program can be expanded to two days to include special client needs and more skill building problems. Individualized, one-on-one coaching is also available.

### PROGRAM OUTLINE

TIME	TOPIC
9:00	<b>OVERVIEW AND EXPECTATIONS</b> <ul style="list-style-type: none"><li>• Purpose and objectives</li><li>• Summary of desired outcomes of participants</li></ul>
9:15	<b>CHARACTERISTICS OF ALL EFFECTIVE TEAMS</b> <ul style="list-style-type: none"><li>• Types of teams</li><li>• Teamwork at leading corporations</li><li>• Developing a team mindset</li></ul>
10:45	<b>BREAK</b>
11:00	<b>STAGES OF TEAM DEVELOPMENT</b> <ul style="list-style-type: none"><li>• Forming teams</li><li>• Interpersonal conflict and conflict resolution</li><li>• Building normative behavior</li></ul>
12:00	<b>LUNCH</b>
1:00	<b>APPLICATION EXERCISE</b> <ul style="list-style-type: none"><li>• Team Situation Skill Building</li></ul>
2:30	<b>BREAK</b>
2:45	<b>SPECIAL ISSUES IN TEAM BUILDING</b> <ul style="list-style-type: none"><li>• Team leader's emotional intelligence</li><li>• Five dysfunctions of work teams</li><li>• Disruptive behavior among team members</li><li>• Needs of different types of employees</li><li>• Managing team meetings</li></ul>
4:00	<b>END</b>