

Course ID
TEAMPLAY
Course Duration
2 days

Course Title
Team Play

Related Courses

- Think Smart: Unleash Your Hidden Creativity! (CREATE, 2 days)
- Change Management: Introducing Adapting to, and Thriving on Change (CHANGE, 1 day)
- Building a Respectful Workplace (RESPECT, 1 day)
- Conflict in the Workplace: Managing Relationships, Interactions and Conflicts (CONFLICT, 1 day)
- Internal Consulting and Customer Service (SERVICE, 1 day)

Aimed At

In today's business world, there is hardly a job that does not require collaboration within or across teams. Team-members and team-leaders at all levels will benefit from this course on collaboration. We offer distinct versions of this course for groups of team-members and team-leaders.

Group Size

7-25

Prerequisites

None

Course in a Nutshell

Good teamwork can turn independent, un-empowered, I-do-as-I'm-told workers into engaged stakeholders who can generate new ideas and think up ways of reducing cost while increasing quality and productivity. Teamwork requires the skills to effectively plan and work together, manage differences, and resolve conflicts to jointly achieve successful outcomes.

In this course, you will learn how teams come together and about the roles that make individuals productive as team-members without diluting their identity. You will explore how individuals work, decide, and communicate and how they can rise above their differing work styles, biases, and expectations to achieve trust and harmony as a team. This will help bring out the best in your natural teaming abilities, allowing you to team more effectively together with others whose worldview and modus operandi are different than yours.

Customize It!

Customize this course to your specific needs at little-to-no additional cost.

- Are you ramping up, reorganizing, or making other changes that affect how your team functions? Tell us about them, so we can tailor the course to the challenges facing your team.
- Have your entire team take this course together: Team attendance will improve the teammates' ability to communicate and make decisions together by giving them better understanding of each other as well as of the norms and processes

of your group.

- Individuals from across different teams who work together on certain issues will also benefit from attending this course together as a team.
- Save time and money by combining this course with your other teamwork and interpersonal skills training needs (see Related Courses above).
- We offer distinct versions of this course for groups of team-members and team-leaders.

Learn How To

- Overcome the three major barriers that block team progress: setting goals and clarifying expectations, interpersonal relationships, and authority/responsibility
- Identify the individual strengths and differences and develop a plan to bring them together to create a greater good
- Follow the eight-step process for planning, decision-making, and creating team synergy
- Use tools to become an effective team leader, facilitator, and team-member and understand the differences between the three roles
- Effectively deal with difficult team-members
- Improve team communications
- Make the team meetings efficient and effective
- Avoid group-think
- Capitalize on the team strengths and value the differences
- Develop trust and understanding across the team

Course Outline

- Introduction
 - Introductory exercise: Seeing others in 3D
 - Game: The value of working toward a common goal
- What is a Team?
 - Discussion: Defining team and teaming
 - Activity: Are there really four stages of a team?
 - Team rules and roles
- Partnering to Be Seen as One Team
 - Case study: One team, one voice
 - Communicating as a team
 - Collaborator versus contributor
 - Roping in the maverick team member
 - Case study: The misfit team
- Creating a Profile of Our Team (Myers Briggs or Other System)
 - Identifying personal values and beliefs
 - Discussing strengths and differences
 - Exercise: Am I really biased?
 - Team action plan: Bringing together the team's strengths and differences to create a greater good

- Team Planning and Decision Making
 - Eight-step process for planning and decision making
 - A system for planning supported by the whole team
 - Determining if buy-in exists
 - Creative problem solving and decision making
- Benefits of Teamwork
 - Discussion: Team benefits and downfalls
 - Game: Are we more productive as individuals or teams?
 - Making the most of team meetings
 - The roles that add value to a meeting
 - Evaluating the effectiveness of team meetings
- Wrap Up
 - Q and A
 - Developing an action plan

How You Will Learn

- A seasoned instructor will present this course in a highly interactive “workshop” (lecture/practice) format.
- To make learning relevant, we will employ case studies and exercises that mirror the kinds of situations you encounter daily at work.
- You will receive a printed Participant Handbook which will help you remember and retain what you learned in class and apply it on your job.

Revised

Nov. 30, 2005