

Objectives

For most of us, teamwork is a part of everyday life. Whether it's at home, in the community, or at work, we are often expected to be a functional part of a performing team. This workshop will encourage participants to explore the different aspects of a team, as well as ways that they can become a top-notch team performer.

Prerequisites

There are no prerequisites for this course.

Duration

1 day

The topics covered on the course are,

1 Defining Success

- Icebreaker
- Ground rules
- The parking lot
- Workshop objectives
- Action plans and evaluation forms

2 Defining Success

- What is a Team?
- Factors For Success
- An Overview of Tuckman and Jensen's Four-Phase Model

3 Types of Teams

- The Traditional Team
- Self-Directed Teams
- E-Teams

4 The First Stage of Team Development – Forming

- The Hallmarks of This Stage
- What To Do As A Leader
- What To Do As A Follower

5 The Second Stage of Team Development – Storming

- The Hallmarks of This Stage
- What To Do As A Leader
- What To Do As A Follower

6 The Third Stage of Team Development – Norming

- The Hallmarks of This Stage
- What To Do As A Leader
- What To Do As A Follower

7 The Fourth Stage of Team Development – Performing

- The Hallmarks of This Stage
- What To Do As A Leader
- What To Do As A Follower

8 Team-Building Activities

- The Benefits and Disadvantages
- Team-Building Activities That Won't Make People Cringe
- Choosing a Location for Team-Building

9 Making the Most of Team Meetings

- Setting the Time and Place
- Trying the 50-Minute Meeting
- Using Celebrations of All Sizes

10 Solving Problems as a Team

- The Six Thinking Hats
- Encouraging Brainstorming
- Building Consensus

11 Encouraging Teamwork

- Some Things to Do
- Some Things to Avoid
- Some Things to Consider

12 Wrapping Up

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations