TEAM WORK AND TEAM BUILDING FOR EFFECTIVE PERFORMANCE

**Course Rationale:**

***The ratio of We’s to I’s is the best indicator of the development of a team –*** *Lewis B. Ergen****.***

***Coming together is a beginning; keeping together is progress; working together is success –*** *John D. Rockefeller****.***

Success is determined by a wide range of factors. When we are given a project or an assignment we are also usually given a metric to which we can gauge the success of it. Having a strong team will benefit any organization and will lead to more successes than not.

**Course Content**

* **DEFINING SUCCESS**
* *What is a Team?*
* *An Overview of Tuckman And Jensen’s Four –Phase Model.*
* **TYPES OF TEAMS**
* *The traditional Team.*
* *Self-Directed Teams.*
* *E-Teams.*
* **DESIGNING A SUCCESSFUL BLUEPRINT FOR YOUR TEAM**
* The Purpose of a Blueprint
* Distinguishing Teams from Groups
* Defining Group vs. Team-Centered Leaders
* Increasing Productivity Through Teamwork
* The Benefits of Team Building
* **BUILDING A STRONG FOUNDATION**
* The Importance of a Strong Foundation
* Taking the Time to Plan
* Using Organizational Skills
* Building a Climate for Motivation
* Establishing Accountability
* **INSTALLING WINDOWS TO BETTER COMMUNICATION**
* Facilitating Open Communication
* Fostering Team Commitment Through Collaboration
* Involving the Team in Setting Goals and Standards
* Examining Conflict
* Conflict Resolution Styles
* Helping the Team Resolve Conflict Positively
* **COACHING: A KEY INGREDIENT IN TEAM BUILDING**
* Six Tools for Effective Coaching
* **FIRST STEP OF TEAM DEVELOPMENT THE – FORMING.**
* *Hallmarks of This Stage.*
* *What to Do As a Leader.*
* *What to Do As a Follower.*
* **THE SECOND STAGE OF TEAM DEVELOPMENT – STORMING.**
* *The hallmarks of This Stage.*
* *What to Do As a Leader.*
* *What to Do As a Follower.*
* **THE THIRD STAGE OF TEAM DEVELOPMENT – NORMING.**
* *The Hallmark of This Stage.*
* *What to Do As a Leader.*
* *What to Do As a Follower.*
* **THE FOURTH STAGE OF TEAM DEVELOPMENT – PERFORMING**
* *Hallmarks of This Stage.*
* *What to Do As a Leader.*
* *What to do As a Follower.*
* **TEAM BUILDING ACTIVITIES**
* *The benefits and Disadvantages.*
* *Team Building Activities That Won’t Make People Cringe.*
* *Choosing a Location for Team Building.*
* **MAKING THE MOST OF TEAM MEETINGS**
* *Setting the Time and the place.*
* *Trying the 50-minute meeting.*
* *Using Celebration of all Sizes.*
* **SOLVING PROBLEMS AS A TEAM**
* *The Six Thinking Hats.*
* *Encouraging Brainstorming*
* *Building Consensus.*
* **ENCOURAGING TEAM WORK**
* *Some things to do.*
* *Some things to avoid.*
* *Some things to consider.*
* Teams and the Group Intelligent Quotient
* Team Advantage: The Group Mind
* Creating Group Synergy in pursuing Collective Goals

**WORSHOP SCHEDULE**

**Day One**

9:00am – 9:30am Introduction andCourse Opening

Pre-Course Assessment

9:30am – 10:30am **DEFINING SUCCESS**

What is a Team?

An Overview of Tuckman and Jensen’s Four-Phase Model.

10:30am – 11:00am Tea/Coffee Break.

11:00am – 12:30pm **DESIGNING A SUCCESSFUL BLUEPRINT FOR YOUR TEAM**

The Purpose of a Blueprint.

Distinguishing Teams from Groups.

Defining Group vs. Team-Centered Leaders.

Increasing Productivity through Teamwork.

The Benefits of Team Building.

12:30pm – 1:30pm Lunch Break.

1:30pm – 2:15pm Teams and the Group Intelligent Quotient.

Team Advantage: The Group Mind.

Creating Group Synergy in pursuing Collective Goals.

2:15pm – 3:15pm **BUILDING A STRONG FOUNDATION**

The Importance of a Strong Foundation.

Taking the Time to Plan.

Using Organizational Skills.

Building a Climate for Motivation.

Establishing Accountability.

3:15pm – 3:45pm **INSTALLING WINDOWS TO BETTER COMMUNICATION**

Facilitating Open Communication.

Fostering Team Commitment through Collaboration.

Involving the Team in Setting Goals and Standards.

Examining Conflict.

Conflict Resolution Styles.

Helping the Team Resolve Conflict Positively.

3:45pm – 4:00pm Examples & Case Studies.

**Day Two**

9:00am – 9:45am **FIRST STEP OF TEAM DEVELOPMENT THE – FORMING.**

*Hallmarks of This Stage.*

*What to Do As a Leader.*

*What to Do As a Follower.*

9:45am – 10:30am **THE SECOND STEP OF TEAM DEVELOPMENT-STORMING**

Hallmark of This Stage.

What to do as a Leader.

What to do as a Follower.

10:30am – 11:00am Tea/Coffee Break

11:00am – 12:00am  **THE THIRD STAGE OF TEAM DEVELOPMENT -NORMING**

Hallmark of This Stage.

What to do as a Leader.

What to do as a Follower.

12:00pm – 1:00pm Lunch Break.

1:00pm – 2:00pm **THE FOURTH STAGE OF TEAM DEVELOPMENT-**

**PERFORMING**

Hallmark of This Stage.

What to do as a Leader.

What to do as a Follower.

2:00pm – 3:30pm Social Network - Personal Capital, Organizational Marriage

                   The Team as a Learning Lab -The Five Secrets.

3:30pm – 4:00pm Examples and Case Studies

**DAY THREE**

9:00am – 10:30am **Team Building Activities.**

What are the Benefits and the Disadvantages of Team Building Activities?

Team Building Activities that won’t Make People Cringe.

Choosing a Location for Team-Building.

The Competent Team Leader

10:30am – 11:00am Tea/Coffee Break.

11:00am – 12:30pm **Solving Problems as a Team.**

The Six Thinking hats of a team

Encouraging Brainstorming in a Team

Building Consensus.

12:30pm – 1:30pm Lunch Break.

1:30pm – 2:15pm **Making the Most of Team Meetings.**

How to Set the Time and Place for Team Meetings.

Trying the 50-Minute Meeting.

Using Celebration of all Sizes.

2:15pm – 3:15pm **Encouraging Teamwork.**

What to do to Encourage Teamwork.

What to Avoid to Encourage Teamwork.

What to Consider to Encourage Teamwork.

The Team Achievement Drive

3:30pm – 4:00pm Post-Course Assessment.

Photograph and Award of Certificate

Closing Remarks.

**Workshop Outcomes**

By the end of this workshop, participants should be able to:

* Describe the concept of a team, and its factors for success.
* Explain the four phases of the Tuckman team development model and define their characteristics.
* List the three types of teams.
* Describe actions to take as a leader – and as a follower for each of the four phases (Forming, Storming, Norming and Performing).
* Discuss the uses, benefits and disadvantages of various team-building activities.
* Describe several team-building activities that you can use, and in what settings.
* Follow strategies for setting and leading team meetings.
* Detail problem-solving strategies using the Six Thinking Hats model - and one consensus-building approach to solving team problems.
* List actions to do -- and those to avoid -- when encouraging teamwork.

**Target Audience:**  Managers and Supervisors.

**Course Duration**: Three days.

**Workshop Fee: N110,000** Per Participant. Fee is exclusive of VAT.

**NOTE BRIEFLY :** This course is available also as implants