Teamwork and Team Building

Course Overview
This workshop will encourage you to explore the different aspects of a team, as well as ways that they can become a top-notch team performer.

Course Objectives
Students will come away with knowledge and skills to become a top-notch team performer.

Course Outline

1 GETTING STARTED
Icebreaker
Housekeeping Items
The Parking Lot
Workshop Objectives

2 DEFINING SUCCESS
What is a Team?
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
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
Hallmarks of This Stage
What To Do As A Leader
What To Do As A Follower
Teamwork and Team Building

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