

# Comprehensive Team Leadership - 1 Day

**Course Description:** This one-day seminar will focus on developing comprehensive skills with each team member, by creating numerous scenarios or problems which affect teams. Participants will take part in group interaction as a heavy component for each segment by exploring how to fix the problem within the culture of the organization. This course will also explore ideas such as how to reproduce team building skills within each person, needs for training others, and how to share information among peers.

## Course Objectives:

### Objective 1: Discuss why teams do not share information

- Review Tuckman's Theory of team development
- Evaluate what happens in each stage
- Create a code of conduct for your team
- Discuss how to confront peers who are not doing their part



virtual  
instructor-led

### Objective 2: Examine the benefits of facilitation

- Evaluate the core competencies of a facilitator
- Create questions that move a team forward
- Develop new messages with questions
- Assess non-verbal techniques
- Recognize hedge words and what they mean

### Objective 3: Examine team conflict

- Develop creative ways to reduce team conflict
- Identify when to intervene in a problem
- Create a plan for equipping a team with new skills

### Objective 4: Develop a successful meeting

- Create a proper agenda for running successful meetings
- Organize meetings which detail desired outcomes and expectations
- Review how to work with a recorder to guarantee documentation of meetings
- Assemble brainstorming activities
- Create buy-in from cross functional supervisors or managers

### Objective 5: Examine coaching and counseling of team members

- Evaluate planning strategies for effective team leadership
- Formulate a list of characteristics of most successful team leadership skills
- Assess how to combine team leadership skills to assist management
- Discuss evaluation procedures in giving feedback on team members
- Predict where team conflict can surface
- Analyze best practices for dealing with conflict
- Examine risk assessment strategies