

Team Building 101 - 1 Day

Team Building Basics

Course Description: This one-day course is a road map on teams and team building functions. This course will identify a process for successful team behaviors and performance and provide a clear understanding of team objectives, guidelines, and strategies. Participants will examine ways for communicating and discussing roles/ideas for team success. Participants will learn the fundamentals of team building and how to incorporate them within the organization.

Course Objectives:

Objective 1: Identify why organizations should have teams

- Examine what it will take for teams to be successful
- Analyze what it means to work as a team
- Discuss why teams fail
- Evaluate five causes for team conflict
- Evaluate true team commitment
- Discuss qualities of team success
- Evaluate team conflict
- Discuss how to prevent teams from becoming cliques
- Create steps for building consensus
- Discuss behavioral styles in teams
- Define Tuckman's Theory of team development
- Evaluate what happens in each stage

Objective 2: Review five ways to build trust in each team

- Create a code of conduct for your team
- Assemble a brainstorming session
- Discuss how to use peer pressure effectively

Objective 3: Examine three rules for facilitating discussion

- Analyze the role of team leader
- Analyze the role of team member
- Analyze the role of scribe or recorder

Objective 4: Examine effective use of teams in organizations

- Create a team mission, vision, and goals
- Discuss reporting and communicating within the team
- Create a communication plan for upper management