

# Advanced Team Building - 2 Days

## CEUs - 1.3

**Course Description:** This two-day course will refresh the fundamentals of team building and will then build upon it with additional skills. This course will focus on skills used to run teams smoothly and more effectively. Team leaders or perspective team leaders and managers should be part of this course.

### 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
- 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: Evaluate the use of facilitation skills in teams

- Examine three rules for facilitating discussion
- Analyze the role of team leader
- Examine five ways team leaders impact the team

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

#### Objective 4: Examine effective use of teams in organizations

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

#### Objective 5: Discuss diagnosing team conflict

- Discuss how to prevent teams from becoming cliques
- Discuss behavioral styles in teams
- Examine communication problems upline
- Examine communication problems cross functional

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## **Objective 6: Choose the proper team members**

- Analyze skills needed on the team
- Design an agenda that impacts performance and behavior
- Identify the triple constraints of team projects
- Demonstrate interviewing techniques that will assist in determining goals or scope of team
- Review red flags to watch

## **Objective 7: Examine how to set, control, and monitor scope of team projects**

- Discuss ways to track team projects
- Evaluate real timelines for team projects
- Discuss implementation of team project plans
- Discuss how to handle delays
- Assess how to speed up teams
- Discuss close down checklists and handoff procedures