

Advanced Team Building - 2 Days

Course Description: This two-day course will refresh the fundamentals of team building and then will 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:

- Discuss why teams fail
- Examine what it will take for teams to be successful
- Analyze what it means to work as a team
- Evaluate true team commitment
- Define Tuckman's Theory of team development
- Evaluate what happens in each stage
- Review five ways to build trust in each team
- Create a code of conduct for your team
- Discuss how to use peer pressure effectively
- Examine three rules for facilitating discussion
- Evaluate five causes for team conflict
- Analyze the role of team leader
- Analyze the role of team member
- Analyze the role of scribe or recorder
- Analyze the role of team sponsor
- Discuss aligning team vision with organizational strategy
- Create a communication plan for upper management
- Discuss diagnosing team conflict
- Discuss behavioral styles in teams
- Examine five ways team leaders impact the team
- Apply brainstorming techniques
- Select the proper team members
- Diagnose skills needed on the team
- Evaluate the use of facilitation skills in teams
- Diagnose communication problems upline
- Diagnose communication problems cross functional
- 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
- Understand how to set, control, and monitor scope of team projects
- Understand ways to track team projects
- Evaluate real timelines for team projects
- Discuss implementation of team project plans
- Explore how to handle delays
- Assess how to speed up teams
- Discuss close down checklists and handoff procedures