

# 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 as well as 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:**

- Discuss why teams fail
- 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
- Evaluate true team commitment
- Discuss qualities of team success
- 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
- Conduct a brainstorming session
- 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
- 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
- Evaluate team conflict
- Discuss how to prevent teams from becoming cliques
- Create steps for building consensus
- Discuss behavioral styles in teams