

Team Building & Maintenance

Recommended duration – 2 days

Objectives

- To develop a greater understanding of what teams are, what makes them work well
- Your role as a Team Leader
- Develop the skills to build an effective team
- Create the environment in which the team will thrive, be productive and happy and will want to achieve their goals

Content

Work Hard and Play Hard

- What is a team?
- What does it mean to lead a team?
- Understanding the stages of a team and its development

Start with the End in Mind

- Know your objective/s
- Know the individuals who make up the team (chosen by you or not) – know their own personal objectives

Develop yourself 1st

- Looking at leadership and the various approaches to managing people in a team
- Review your communication skills
 - When and what do you communicate to a team?
 - How do you communicate best?

Motivation

- Understanding and working on your own motivators
- What motivates the individuals in the team – can you help?
- Effective delegation techniques
- Setting objectives with the team and individuals
- Giving effective coaching and feedback

Dealing with the Team when things go wrong

- Anticipate behavioural issues
- Learning how to do effective problem solving
- Dealing with conflict – remove the fear of conflict from within the team
- Managing difficult behaviour

Team Building Activities

- For all budgets
- All types of teams
- All stages of the team's life cycle

The Trainers Promise

- To use minimal PowerPoint and maximum group exercises, discussion and experience
- To relax the group so they feel comfortable to learn and thoroughly enjoy the experience
- To use a variety of exercises including role-play, group work and case-studies
- The course will be conducted with approximately 70% exercises and 30% theory