



The critical knowledge and skills that will help teams directly contribute to organizational effectiveness

Achieving TeamWork Workshop Description

Overview

Achieving TeamWork acquaints team members with the critical knowledge and skills that will help them directly contribute to organizational effectiveness. They learn to become productive more quickly and how to avoid trial and error learning experiences--thereby minimizing frustration and lost effort. This workshop is appropriate for any member of a formally structured team. It is modular in design. Contained in this workshop are menu-driven options based on specific objectives and learner needs. In instances where prospective team members have previous experience working with teams, the length of the workshop may be altered to best fit the needs of the participants.

Objectives

Upon completion of this workshop participants will be able to:

- Use the 4-P's (Purpose, Positions, Process and Performance) to guide the team through their activities.
- Define the roles and responsibilities of an effective team member.
- Discover how to build on each team member's knowledge, skill, experience, and interpersonal style.
- Use active listening and communication techniques to create a positive atmosphere within the team.
- Apply various process tools and techniques for problem-solving and decision-making on the team.
- Develop methods to measure, track, and report team performance.

Target Audience

Anyone in the organization who participates in a formally structured team

Learning Time

16 Hours

Class Size

Typical class size 12 to 20

Learning Methods and Delivery

Achieving TeamWork utilizes the latest in adult learning methodology including role play, simulation of on-the-job experiences, assessment tools, as well as case studies.

Achieving TeamWork can be delivered by our facilitators or certified client facilitators.



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