

Building Effective Workgroups Workshop Description

Overview

Teamwork within a workgroup is critical. This workshop identifies specific things that the leader/manager can do to promote cooperation and teamwork within the workgroup.

Objectives

Upon completion of this workshop participants will be able to:

- Describe the differences between the group and team.
- Describe the role of sponsor or champion, focusing on the sponsor's importance to the success of the team.
- Apply the "4-P" model (Purpose, Positions, Process and Performance) for achieving workgroup effectiveness.
- Determine the workgroup's mission and results framework.
- Structure the workgroup for success by selecting members according to skills required to fulfill the workgroup's mission.
- Understand the importance of establishing processes to facilitate team task and relationship development.
- Establish success indicators and scorecards to monitor success.
- Measure and track workgroup performance.

Learning Methods and Delivery

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

Building Effective Workgroups can be delivered by our facilitators or certified client facilitators.

Target Audience

Managers and supervisors who lead workgroups and teams

Learning Time

8 hours

Class Size

Typical class size 12 to 20



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