



Teamwork: Building Better Teams

The course focuses on the characteristics of an effective team player and the elements of an effective team. You will leave your participants with a plan for personal development as a team player and as a team leader, as well as with some ideas on how to improve your workplace team.

What participants will learn:

At the conclusion of this workshop, your participants will:

- Understand the value of working as a team
- Recognize the critical role their communication skills will play in maintaining a team atmosphere
- Identify ways to participate and lead in a team setting
- Develop and practice techniques for handling counterproductive team behavior
- Provide an opportunity for team members to get to know one another, to enhance respect and to develop team spirit

Workshop Outline:

This includes large group discussions, individual work and reflection, small group discussions & exercises, case studies and simulations for role play. Customization will be based on your own needs or information provided by your human resource department or the individual department prior to the workshop. Materials are designed as interactive workshops with a 40/60 split between concept/theory and practical application of skills discussed.

AGENDA:

Introductions, Personal Objectives and Agenda

What is a team?

Setting ground rules of discussion

Exercise:

- Challenges the team faces
- Areas that may require personal and group changes

What is the value of cultivating a sense of team?

- Recognize the advantages and disadvantages
- Identify steps for overcoming the disadvantages

Team Player Survey

Interpretation of the Results

- The four team player styles interpreted and verified
- Team player style and team success
- Communication style and problem-solving skills
- Roles within the team

Building sustainable agreements

- What makes sustainable agreements?

Practical tips on handling your responsibilities

- Know what is expected of you
- Building a shared framework of understanding

Identifying priorities

- Be available and visible
- Identify out employee abilities

Identifying challenges and change

Review/Personal Action Plan

Evaluations

This workshop is

- ❖ It is very interactive and includes many activities and exercises to enhance the learning experience.
- ❖ It is spread over the period of one-full day consisting of 8 hrs (9am-5pm)
- ❖ It includes 2 tea breaks and a lunch break

Proposed Training Plan Consists of:

- ❖ **Training Kit** : Handouts, Activities, Exercises
- ❖ **Training Duration**: one full day (8hrs)
- ❖ **Number of candidates**: Minimum=20 Maximum=40
- ❖ **The training venue proposed is** :PC Hotel or Avari Hotel, according to availability of dates assigned by your organization for the training.
- ❖

Training Cost:

Cost per Individual Participant is a total of:= Rs.9500

Includes cost of:

- Handouts,
- Activity/Exercise material,
- Certificates,
- Tea (twice),
- Buffet Lunch,
- Hotel Facility Charges,
- and Trainers Cost