FUNDAMENTALS OF TEAMWORKING

MAL028

COURSE DESCRIPTION

Effective organizations are more than just collections of talented, productive individuals. To achieve excellence in any kind of collective effort, profound teamwork is required. This 5-day course has been created to cover the interpersonal skills of individuals working in a dynamic team environment. It shows participants how to build a team from the ground up or how to properly inherit and nurture a team.

The organization will benefit from having more effective, flexible, collaborative teams, able to respond rapidly to change, a conflict-free environment of openness and respect that is conducive to creativity, innovation, and initiative, and teams with enhanced ability to solve problems, make decisions, develop plans, and accomplish results.

COURSE GOAL

To enhance the participants' knowledge, skills and abilities necessary to strengthen the interpersonal relationship of individuals working in a dynamic team environment.

COURSE OBJECTIVES

By the end of this course, participant will be able to:

- Clarify main expectations and understand team goals.

- Enhance commitment of members.

- Improve levels of collaboration and communication.

- Understand organization culture.

- Identify and understand the approaches to leadership.

- Determine types of teams, their role and performance.

- Understand the four Stages of team formation and development.

- Be familiar with the factors of team effectiveness.

- Take individual responsibility for providing their team with the input it needs to function effectively.

- Capitalize on the diversity of talents and capacities within their team.

- Attack problems without attacking people and disagree without straining working relationships.

- Create a workplace climate that encourages and supports collaboration and effective teamwork.

- Experience a renewed excitement about being part of a team.

WHO SHOULD ATTEND

All employees .

COURSE DURATION

 5 Working Days

COURSE OUTLINES

1. **Understanding how Teams Work**

   - Defining Teamwork.
   - What Makes a Good Team.
   - Matching Team to Task.
   - Analyzing Team Roles.
   - Balancing Skills within a Team.

2. **Setting Up a Team**

   - Setting Goals.
   - Providing Support for a Team.
   - Establishing Team Trust.
   - Maximizing Team Performance.

3. **Improving Team Efficiency**

   - Analyzing Team Dynamics.
   - Communicating Effectively.
   - Monitoring Team Performance.
   - Running Team Meetings.
   - Sharing Information Outside a Team.
   - Thinking Creatively.
   - Dealing with Problems.
   - Dealing with Conflict.

4. **Motivating Teams**

   - Motivation in the Workplace.
   - Satisfaction and Morale.
   - Needs Satisfaction.
   - Managerial Attitudes Towards Motivation.
   - Creating a No-blame Culture.
   - Winning Cooperation.