



Course Outline

Leadership and Management Skills Series

This outline is intended as a guide to the possible content of a course.

In practice, our courses are tailored to meet the requirements of our clients.

Team Building

Overview

Team working is an integral part of any organisation's day-to-day operation. Effective teams can often mean the difference between success and failure for many individual departments, divisions and even companies.

Effective teamwork generates a phenomenon known as 'synergy'. This is where the combined and coordinated actions of people working together produce an effect/result greater than the sum of their parts e.g. it takes two people to move an upright piano, yet one person, on their own, could not move half a piano.

Successful teams apply their collective talents, abilities and experiences to achieve goals and objectives that would otherwise be impossible for any of the individual team members to achieve on their own. But how can you contribute to the development of a successful team? This highly practical course will show you how!

Outcomes

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

- state the defining characteristics of a successful team
- list the strengths that you can bring to your team
- recognise the importance of 'team thinking' to improve processes
- identify how to contribute to the development of an effective team.

To support the achievement of the above, you will have the opportunity to practise and develop your practical skills using a number of group exercises. You will also be encouraged to develop a *personal action plan* to support your continued learning back in the workplace.

Duration

1 day

Continued...

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Key Areas Covered

- The importance of teamwork and co-operation.
- The benefit of effective teams.
- The 10 characteristics of effective teams:
 - what makes a team tick
 - team roles & their importance.
- The 4 stages of team development:
 - forming, storming, norming and performing
 - where are you and your team now and how do you move on to the next step.
- Successful teams communicate effectively:
 - developing an awareness of your impact on others & how to avoid conflict.
- A motivational approach to team working:
 - the role of 'igniters' and 'killers'.
- What are you looking to achieve and where are you heading?
 - using 'mission' and 'vision' statements to develop a team identity and provide direction.

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