

Team Building For Tomorrow



Overview:

Team building is a planned process that enables a group with common organizational goals to analyze itself and improve its effectiveness. Building a productive work team/ self-managed team will allow your organization to meet increased service demands efficiently and to develop solutions to specific work problems.

The "task oriented" approach of this program focuses on the five major areas of concern in team building: goal setting and prioritizing, role analysis and clarification, management of group processes, examination of relationships among employees doing the work, and interfacing with the rest of the organization. After analyzing the concepts of team building and outlining the roles of team members, we give participants the opportunity to practice a variety of team development techniques.

Learn:

After this program, you will know how to use team building to improve morale and secure good employee relations. You will be able to integrate employee motivation and goal achievement by employing team building as a source of collective creative energy.

Objectives:

- ❖ Understand the task-oriented model of team building.
- ❖ Participate in individual and group team-building skills assessments.
- ❖ Develop communication skills to better understand the viewpoints of other team members.
- ❖ Define the role of leaders and others in the team for increased effectiveness.
- ❖ Understand team dynamics by looking at attitudes and behavior.
- ❖ Practice group problem-solving exercises.
- ❖ Learn how to redirect unproductive competition into cooperation.
- ❖ See how to develop a work-plan to improve the team's performance.
- ❖ Translate what you learn into action.

AESCHWARTZ & ASSOCIATES

P.O. Box 79228 • Waverley, MA 02479-0228

EMAIL: aes@aeschwartz.com

TEL: 617-926-9111

www.aeschwartz.com

www.aespeaks.com

www.schoolformanagers.com

Outline:

Is Team Building Necessary?

- A. Individual And Group Assessment

The Team Concept

- A. What Is Team Building?
 - 1. When and where (a case analysis)
- B. Building The Most Effective Team
 - 1. Achievable goals - high participation
 - 2. Role clarification
 - 3. Supportive professional/personal relationships

Opening Lines of Communication

- A. How We Can Initiate Communication?
- B. Using Consensus To Become More Productively
- C. Understanding Team-Members And Their View Points
- D. Group Problem-Solving
- E. Brainstorming
 - 1. Group exercises

Effective Team Leadership - Everyone's Responsibility

- A. Keeping Information Flowing -- Checks And Balances
 - Synergy -- (if I win; you win; we win)

Understanding Team Dynamics

- A. Team Members -- Attitudes and Behavior
- B. I'd Like To Get To Know You (Understand The People You Work With)
 - 1. values, perspectives, and conflict
 - 2. group exercise
- C. Turning Wasteful Turf Protection Into Productivity
- D. Redirecting Unproductive Competition Into Cooperation
 - 1. Agreed upon goals
 - 2. Getting results not blame

Motivating Team Members

- A. Membership, Belonging, And Rewards

Evaluating Results

Action Plans And Summary