

# Business Learning



## Team Building

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### Description of Course

Teamwork is defined as a co-operative effort by a group or team to achieve a common goal.

This highly interactive course introduces participants to the core principles of team building and team work including effective communication skills, problem solving skills, the value of cooperation in teams and many others. It will help them define a common goal, understand how they want to work together as a team and create an understanding of the behaviours required to develop better team performance.

### Course Objectives

By the end of this course delegates will be able to:

- Appreciate team skills and dynamics
- Identify how teams progress over time and how this impacts team members and the leaders' leadership style
- Identify and develop personal skills to become a more effective team member
- Establish effective team processes
- Improve team communication
- Demonstrate skills that help you to implement effective changes in the workplace

### Duration of Course

1 day

# Course Outline

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**Team Health Check** - This is delivered initially as pre-course work and forms the basis of the training. It helps participants focus on key areas of development within their teams.

**Purpose & Direction of the Team** - Helping the team develop a clear understanding of what it is they are trying to achieve whilst focusing on further team improvements.

**Team Leadership** - The issue of leadership within the team and what can be done to improve this area. Also highlights the importance of supporting the leaders of the team through honesty and strong communication.

**Understanding Team Differences** - Helping the team to value team differences and learn how to make the most of different skills, abilities and styles. It specifically highlights what individuals are willing to work towards for the betterment of the team.

**Team Processes** - Identifying the most important team processes, where there can be improvements and what can be done to ensure the processes are working for the team rather than the other way round.

**Team Communication** - A challenging activity that helps the team focus on the importance of everyone having input, being heard and being open and honest. There is also a review of key communication skills and the elements of positive communication.

**Relationships** - A review session focusing on the outputs from the day and how to transfer them into actionable statements that the participants commit to.

This entire team building session revolves around developing actions and identifying improvements for the team. The participants will be challenged and work together to improve specific workplace issues.