

Teamwork: Building Better Teams

Length: One Day

Summary: This one-day course will guide participants to define what a “team” is and the different kinds of teams there are. We will look at some of the benefits and pitfalls of team work. Participants will also discuss establishing team norms or ground rules that can be used to help teams work together.

The learner shall: write personal, workplace, and team goals; work together to accomplish goals; accept team goals and share responsibility for completing assignments; consider consequences of not accomplishing goals; evaluate performance based on goals. Recognize sources of potential problems; define “team” terms. Given a workplace situation, identify the problem; overcome obstacles in work performance. Recognize situations that require perseverance and the benefits of persevering; consider you a part of the group; understand the responsibilities of being a member of the group. Maintain a positive attitude in the workplace; relate how attitude affects performance; generate confidence from co-workers by acting in a trustworthy and dependable manner. Build good relationships with peers; increase communication, coordination, and efficiency; complete tasks too large for one person to do by working as a team, build and sustain more positive feelings about work and the workplace; take advantage of diversity in the workforce; goals; be sensitive to.

Learning Objectives: This one-day course will help you teach participants:

- The different kinds of teams
- How to develop team norms
- How to identify their team player style
- Ways to become a better team player
- Ways to build team trust
- Two models of team development

Course Content

Defining Teams

Define what a team is and what different kinds of teams there are.

Establishing Team Norms

This session will look at some of the benefits and pitfalls of teams. We will also discuss establishing team norms: ground rules that a team can use to help them work together.

Working as a Team

Discuss how to interact with their teammates.

Building Team Trust

Trust is one of those mainstay virtues. It is the bond that allows any kind of significant relationship to exist between people. In small groups, participants will discuss some basic ways to establish and build trust on their team.

Communication

If a team is going to succeed, they must be able to communicate well with each other. This session will cover some basic principles of communication.

Becoming a Good Team Player

There are some skills that participants can develop to become better team players.
