

# Developing Skills for Working in Teams

## Sparkling Passion & Energizing Potential in Teams

### Introduction

What distinguishes successful teams from others? How can team leaders create exceptional teams and guarantee that their members are self-sufficient, driven, cooperative, and productive?

This engaging training programme, "Building Skills for Working in Teams," will assist you in comprehending how teams may accomplish far more than the members or the team leader ever imagined. It will assist managers and team leaders in gaining knowledge and abilities that will help them feel more in charge of their group while also implementing strategies that encourage team members to fully express their abilities, potential, and talents.

This training programme will look at the newest techniques for managing and inspiring teams for increased output and morale, and it will assist in transforming mediocre team leaders into ones that other members of the company will want to work with.

### **This training session on Course N Carry will emphasise:**

- Recognising how your personal preferences, work habits, and motivations affect your ability to lead and collaborate with the team as effectively as possible
- Establishing the culture, goal, and expected conduct of the team
- Assembling a motivated group that values individuality, diversity, and preferred working methods
- Fostering an environment that values early dispute resolution, feedback, and team communication
- Leading the group to new heights via innovation and cooperative working methods

### Objectives

#### **By the time this training session ends, you will understand how to:**

- Recognise the variations in individual work styles and how to leverage them to advance your team.
- Utilise the most recent time and activity management techniques to manage your team and yourself.
- Create a thorough Team Purpose Analysis and establish goals for the group's starting point.

- Push the limits of group decision-making and problem-solving by utilising innovative strategies.
- Utilise contemporary motivational strategies to bring out the most in your teammates.
- Make use of communication strategies that reduce "noise in the team system."
- Encourage team members to welcome change and turn it into a strong, constructive force.

## Training Methodology

The teacher of this Building Skills for Working in Teams training course will use a number of tried-and-true adult learning teaching and facilitation strategies to provide participants with a complete instruction on the topics included in the training course outline. Video presentations, case studies, interactive dialogues, hands-on exercises, diagnostics for individual and group assessments, and forums for creating scenarios are all part of the training technique.

## Organizational impacts

**Supervisors and team managers that come back to your organisation knowing how to create and grow teams that reach their goals and boost morale and output will be beneficial. They'll be capable of:**

- Create a productive culture that serves as an example for the other teams inside the company.
- Identify true priorities and challenge non-value-adding activities to increase productivity and effectiveness.
- Identify team problems and address them quickly to prevent a negative impact on the team as a whole.
- Find the top performers in your teams and develop them for the organization's long-term gain.
- Use organised feedback and motivational strategies to assist underperforming team members improve.

## Personal Impact

**Participants in this training programme on "Developing Skills for Working in Teams" will leave with the self-assurance, drive, and know-how needed to create and grow high-performing teams. Participants are going to:**

- Possess the ability to leverage their understanding of their own work style to enhance connections and extract the most performance from team members.
- Bolster their capacity to manage interpersonal interactions and consequences that previously caused individuals to feel stressed and anxious
- Get more respect from their teammates as they work to support them in realising their potential
- Lead their groups to increased output while putting in less personal work
- As their capacity to lead their core team with less personal effort develops, they will be able to

take on supplementary teams.

- Apply the knowledge and abilities they gained from the training to overseeing subordinates, such as vendors and clients.
- Lead productive, high-performing teams that attract the interest of organisational leaders to advance their professional prospects.

## Who should attend?

**A wide range of professionals can benefit from this Course N Carry training course, but the following are particularly noteworthy:**

- Everyone who oversees teams, regardless of experience level or potential
- Heads of Teams
- Supervisors of Teams
- Supervisors of Teams
- Managers of Project Teams
- Supervisors of Offices

## Course Outline

### Day 1

#### Beginning with Yourself as the Team Leader

- Recognise Yourself as a Team Leader: Your Style Preferences and Strengths
- Look Into and Test Your Own Personal Belief System
- Establish Personal Objectives To Direct Your Work
- Control Your Activities and Time
- Accept the Influence of Role Modelling

### Day 2

#### Creating a Team Environment, Roles, and Membership

- Take A Cue From The Work of High-Performing Teams
- Perform an Analysis of Team Purposes.
- Map Your Partners
- Create a Dynamic Team Environment
- Determine Crucial Positions in the Team
- Determine Efficient Group Conduct
- Discover How Teams Grow

## Day 3

### Creating Exceptional Team Performance, Advancement, and Education

- Apply Theories of Motivation to Team Management
- Complete Tasks - How to Persuade Those in Charge
- Motivate and Inspire Various Preferences for Social Style
- Assist the group in adjusting to change and building resilience
- Use Systems Thinking to Improve Your Team Constantly
- Utilise Team After Action Reviews to Make Improvements Continuously
- Honour Outstanding Teamwork

## Day 4

### Creating a Communication-Free Team Environment

- Know What Does and Does Not Work in Communication
- Determine and Remove Communication Obstacles
- Optimise Your Conversations: The Listening Process
- Optimise Your Conversations by Posing Questions
- Utilise Appreciative Inquiry to Foster Positive Learning in Teams
- Provide Performance-Improving Feedback
- Conduct Meetings in an Effective and Efficient Manner

## Day 5

### Handling Disagreements in the Team and Using Them to Boost Performance

- Recognise and Steer Clear of Ineffective Team Dynamics
- Recognise and Address Dysfunctional Behaviour
- Guidelines for Managing Conflict and Resolving It Effectively
- Innovation in Collaborative Problem-Solving and Education
- Overcoming Obstacles to Originality
- Adopt a Method for Making Decisions and Using Creativity