

## **Accelerated Team Development**

### **COURSE DURATION:**

Five days

### **COURSE INTRODUCTION:**

Most of work today is performed by teams. However, the members of a team are seldom prepared collectively for the various challenges they will face. This course will show a group of individuals or a newly-constituted team or business unit how to improve their performance as individuals and as a co-operative team. The course focuses on developing constructive team dynamics with well-honed interpersonal and relationship skills. It emphasizes the need to always think and act in the team's best interest, with a clear view on the goal or challenge the team is working on.

### **BENEFITS:**

Participants on this course will gain insight into the phases teams go through as they learn to cooperate and maximise their effectiveness. They will see what the criteria are that distinguish between effective and non-effective teams. Delegates will better understand the need to be clear on team purpose and goals, and will learn how to determine and agree strategies for accomplishing these.

By the completion of this course, participants will be able to return to their teams with the knowledge and understanding required to accelerate team effectiveness and to overcome the various obstacles they will encounter along the way.

### **WHO SHOULD ATTEND?**

Department Managers, Supervisors, Project Team Leaders, Foremen, Mentors, Career Coaches, Human Resource Managers and Officers, Training and Development Managers and Officers.

### **COURSE METHODOLOGY:**

This seminar is interactive, allowing for active participation and sharing of experience during sessions. There will be several short lectures, followed by case studies and group discussions.

### **TOPICS TO BE COVERED:**

#### *Day 1 -*

1. Introduction  
What is a team?  
Why teams are emphasised in modern organisations
2. What is an effective team?  
How to identify an effective team  
What are the common factors in effective teams?

#### *Day 2 -*

3. Phases of team development  
The typical stages team go through

4. Teams with a purpose  
Establishing the team's purpose  
Defining the team's goals

Day 3 -

5. Who does what?  
Determining team strategies  
Structuring the team for the challenges ahead  
Allocating responsibilities to individuals
6. Equipping team members  
Profiling knowledge, skills and competencies required  
Coaching and training  
Self-development

Day 4 -

7. Motivating team members  
Self-motivation  
Organisation rewards

Day 5 -

8. Hurdles and challenges along the way  
Inappropriate leadership styles  
Personality differences  
Interpersonal problems and the handling of conflict

### **CONTACT DETAILS:**

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