

## Team Work and Team Building Workshop

### Course Duration 1 Day

For most of us, teamwork is a part of everyday life. Whether it's at home, in the community, or at work, we are often expected to be a functional part of a performing team. Having a strong team will benefit any organization and will lead to more successes than not.

The Teamwork and Team Building workshop will encourage participants to explore the different aspects of a team, as well as ways that they can become a top-notch team performer. Your participants will be given the details and concepts of what makes up a team, and what factors into being a successful team and team member.

### Course Objectives

At the end of the course participants will be able to:

- Describe the concept of a team, and its factors for success
- Explain the four phases of the Tuckman team development model and define their characteristics
- List the three types of teams
- Describe actions to take as a leader – and as a follower for each of the four phases (Forming, Storming, Norming and Performing)
- Discuss the uses, benefits and disadvantages of various team-building activities
- Describe several team-building activities that you can use, and in what settings
- Follow strategies for setting and leading team meetings
- Detail problem-solving strategies using the Six Thinking Hats model -- and one consensus-building approach to solving team problems
- List actions to do -- and those to avoid -- when encouraging teamwork

### Course Outline

#### Defining Success

What is a Team?  
An Overview of Tuckman and Jensen's Four-Phase Model

#### Types of Teams

The Traditional Team  
Self-Directed Teams  
E-Teams

#### The First Stage of Team Development – Forming

Hallmarks of This Stage  
What to Do As a Leader  
What to Do as a Follower

#### The Second Stage of Team Development - Storming

The Hallmarks of This Stage  
What to Do As a Leader

What to Do As a Follower

#### The Third Stage of Team Development - Norming

The Hallmarks of This Stage  
What to Do As a Leader  
What to Do As a Follower

#### The Fourth Stage of Team Development – Performing

Hallmarks of This Stage  
What to Do As a Leader  
What to Do as a Follower

#### Team Building Activities

The Benefits and Disadvantages  
Team-Building Activities That Won't Make People Cringe  
Choosing a Location for Team-Building

#### Making the Most of Team Meetings

Setting the Time and the Place  
Trying the 50-Minute Meeting  
Using Celebrations of All Sizes

#### Solving Problems as a Team

The Six Thinking Hats  
Encouraging Brainstorming  
Building Consensus

#### Encouraging Teamwork

Some Things to Do  
Some Things to Avoid  
Some Things to Consider