

BUSINESS SKILLS

TEAM BUILDING



AN EXERCISE IN LEADERSHIP

Format:
Instructor-Led Workshop

Course Length:
1 Day

Pre-Requisite Courses:
• *None*

Course Description

Building a team is similar to building a house--you have to start from the ground up. A team is made up of individuals with different talents, skills, and personal working styles. Learning to work together as a group can be as challenging as it is rewarding. Team Building, one of Crisp's most popular Fifty-Minute Books, is a primer on how to formulate strong teams through a climate of open communication, trust, and accountability. Like building a house, the fourth edition takes readers step by step through the process from creative ways to encourage teamwork to tips for handling conflicts effectively.

Course Outline

Part 1: Designing a Successful Blueprint for Your Team

- *The Purpose of a Blueprint*
- *Distinguishing Teams from Groups*
- *Defining Group vs. Team Characteristics*
- *Group-Centered Managers vs. Team-Centered Leaders*
- *Increasing Productivity Through Teamwork*
- *The Benefits of Team Building*

Part 2: Building a Strong Foundation

- *The Importance of a Strong Foundation*
- *Taking the Time to Plan*
- *Using Organizational Skills*
- *Building a Climate for Motivation*
- *Establishing Accountability*

COURSES IN THIS SERIES

Facilitation Skills for Team Leaders

Leading Organized Teams to Greater Productivity

Problem Solving for Teams

A Systematic Approach to Consensus Decision Making

Self Managed Teams

Establishing the Self-Managed Team Model

Team Building

An Exercise in Leadership

Virtual Teams

Breaking the Boundaries of Time and Place

Working in Teams

A Team Member Guidbook

Working Together

Succeeding in a Multi-Cultural Environment



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Part 3: Constructing a Solid Framework

- *Assembling Your Team*
- *Combining Various Behavior Styles*
- *The Promoting Style*
- *The Directive Style*
- *The Analytical Style*
- *The Supportive Style*
- *Engaging the Strengths of Each Style*
- *Building a Solid Team Through Training*
- *Promoting Teamwork Through Your Management Style*

Part 4: Installing Windows to Better Communication

- *Facilitating Open Communication*
- *Fostering Team Commitment Through Collaboration*
- *Involving the Team in Setting Goals and Standards*
- *Making Problem Solving a Team Effort*
- *Seven Steps to Solving Problems*
- *Creating a Climate for Team Problem Solving*
- *Examining Conflict 55 Conflict Resolution Styles*
- *Helping the Team Resolve Conflict Positively*

Part 5: Erecting a Stable Roof of Trust Building Trust Within the Team

- *Recognizing Employees for a Job Well Done*
- *Implementing Positive Discipline*
- *Coaching: A Key Ingredient in Team Building*
- *Six Tools for Effective Coaching*

Summary: Assessing Your Progress

- *Ten Ways to Construct a Strong Team*
- *Developing a Personal Action Building Plan*
- *Authors' Responses to Case Studies and Exercises*
- *Additional Reading*