

TEAM BUILDING COURSE (REF:OTSTB001)

Course Objectives

Increase the individual's knowledge and skill levels in team building and team working skills. Gain skills using methods, techniques and tools which will improve the delegates' effectiveness as team leaders and team members.

Presentations on key areas will be reinforced during the "hands on" workshop sessions to develop methods and techniques which can be directly applied to the individuals own work situation.

Improve the individuals understanding of effective communication within the team and as reported to external departments and contacts.

Course Description

The course details the key skills required by anyone required to lead a team or those required to work within one. The main subject areas which will be addressed in detail are team building, team management, the individual's roles within the team, communication and problem solving methods and techniques will also be demonstrated with regard to practical applications within a team structure. Providing the opportunity to develop skills and practice techniques.

A variety of training methods are used on the course, including presentation, discussion, exercises, class workshops and demonstrations.

Who Should Attend

Anyone who leads a team or is part of a team, teams attending as a group to improve their methods of working together and improve the teams effectiveness.

Pre-Requisites

A good understanding of the English language.

Course Outcome

At the end of this course delegates a good understanding of, methods and techniques used and a good insight how they can be applied in a work and team situation.

- Raise skill levels to produce effective practical knowledge of methods and techniques.
- Understand the nature, purpose and structure of a working team and the individual requirements which contribute to its success.
- Effective use of a range of tools and techniques to improve communications and relations within the team.
- Understand the differences and effectiveness of different types of communication.
- Use these techniques to build an effective structure and Team process that can be used to deliver professional results for the team on a consistent basis.
- Increased understanding and awareness of how to solve problems within a team.

Team Building Course Outline

Day 1

- Introduction
- Investing in Teamwork
- Team building
- Planning
- Structure
- The common goal
- Team Goals
- Action plan re Goals
- Assessment of Team Effectiveness

Day 2

Team Management

- Establishing Team Rules
- SWOT analysis
- Building on individual Strengths and improving weaknesses.
- Motivation
- Delegation
- The individual within the team.

Communication

- Oral, written and visual
- Within and out with the Team.
- Establishing Roles within the team
- Class workshop



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Day 3

Characteristics of a Team

- Awareness of unity
- Team Creativity
- Team Decisions
- Interpersonal team relationship

Problem Solving

- Methods and techniques
- Resolving issues
- Course summary and close

