



Training ■ Facilitating ■ Coaching
Team Success

Objectives:

- Understand the benefits of teamwork
- Balance task vs. process
- Learn how to move the team to the high performing stage of development
- Facilitate and incorporate the core competencies of an effective team into your teamwork:
 1. Clarify purpose and vision
 2. Define roles and responsibilities
 3. Agree to and use ground rules to self manage
 4. Build trust
 5. Communicate openly and effectively
 6. Appreciate and work with members styles
 7. Handle conflicts
 8. Creatively solve problems
 9. Make effective group decisions
 10. Build consensus on important decisions
 11. Utilize successful meeting management tools
 12. Identify and evaluate areas for team improvements
 13. Set and implement goals and action plans

BUILD AN EFFECTIVE TEAM OR BOARD

Purpose: To understand the steps to effective teamwork and use them when starting a new team, adding new members, or to improve an existing team or board.

Module 1: Teamwork

- Ē Define the benefits and challenges of teamwork
- Ē Identify the components of an effective team
- Ē Understand task vs. process
- Ē Recognize the stages of team development
- Ē Discover how to move from each stage into higher performance

Module 2: Clarify the Teams Purpose

- Ē Clarify the team's mission, vision, and values
- Ē Determine roles and responsibilities
- Ē Agree to team ground rules
- Ē Learn how to use ground rules to self manage

Module 3: Team Styles

- Ē Complete the DiSC® Personal Profile System
- Ē Understand and appreciate each team members style
- Ē Recognize and work with the challenges of each style

Module 4: Group Conflicts and Problem Solving

- Ē Identify methods for dealing with difficult people
- Ē Build trust in the team
- Ē Communicate openly and effectively
- Ē Learn problem solving techniques

Module 5: Effective Group Decisions

- Ē Utilize different decision making techniques
- Ē Understand and use consensus appropriately
- Ē Adjust Roberts Rules of Order for today's Boards

Module 6: Make Meetings Work

- Ē Learn to facilitate effective meetings
- Ē Keep meetings on track
- Ē Utilize meeting management tools

Module 7: Opportunities for Improvement

- Ē Identify potential problems or challenges
- Ē Evaluate group processes
- Ē Agree and commit to improvements

Module 8: Create Team Goals and Action Plan

- Ē Identify the team's major goals
- Ē Determine strategies for accomplishing the goals
- Ē Create an action plan to accomplish the goals

Methodology: A highly experiential program combining the facilitation of group processes and decisions with short training lectures with a variety of exercises to engage participants.

Length: This program can be offered in several full day sessions or 2-3 hour modules over a period of time.