

## Course Outline - **Team Building**

**Description:** Developing teamwork is critical for the success of all managers who have people reporting to them. This workshop looks at areas critical to effective team working and the leader's role within that.

**Objectives:** Upon completion of the course delegates will understand the basis of teams, team roles and team dynamics, and how these factors can be successfully managed to achieve the best results. Practical sessions will provide the confidence for them to put this understanding to work back at the office.

**Pre-Requisites** No previous knowledge is required

**Duration:** One or Two days

### **Introduction**

What is a team?  
What makes a team effective?  
Advantages and disadvantages of team work  
The leader's role in managing a team

### **Team Roles**

Understanding different personality styles  
Identifying team roles  
Assessing strengths and weaknesses of the various roles

### **Team Development**

How a team develops and the stages of development  
Challenges to management  
Team meetings are important

### **Team Leadership**

What makes a successful leader?  
Are leaders made or born?  
Understanding your personal style of leadership  
Motivating the team  
Delegation

### **Team Effectiveness**

Setting goals and objectives for the individuals and the team  
Balancing team goals with organisational objectives  
Measuring team effectiveness - hard and soft factors

