



Course Title: Teamwork and Team Building

Course Length: 1 day

Time Online: N/A

Time in Class: 8 hours

Time in Lab: N/A

Class Size: Minimum 6 / Maximum 15

Price Per Student: \$2,795.00

Location: Company Site

Course Description

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 Learning Objectives

- 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 Content/Syllabus

1. **Module One: Getting Started**
 - a. Workshop Objectives
 - b. Action Plans and Evaluation Forms
2. **Module Two: Defining Success**
 - a. What is a Team?
 - b. An Overview of Tuckman and Jensen's Four-Phase Model
 - c. Case Study
 - d. Module Two: Review Questions

3. **Module Three: Types of Teams**
 - a. The Traditional Team
 - b. Self-Directed Teams
 - c. E-Teams
 - d. Case Study
 - e. Module Three: Review Questions
4. **Module Four: The First Stage of Team Development – Forming**
 - a. Hallmarks of This Stage
 - b. What to Do As a Leader
 - c. What to Do As a Follower
 - d. Case Study
 - e. Module Four: Review Questions
5. **Module Five: The Second Stage of Team Development – Storming**
 - a. The Hallmarks of This Stage
 - b. What to Do As a Leader
 - c. What to Do As a Follower
 - d. Case Study
 - e. Module Five: Review Questions
6. **Module Six: The Third Stage of Team Development – Norming**
 - a. The Hallmarks of This Stage
 - b. What to Do As a Leader
 - c. What to Do As a Follower
 - d. Case Study
 - e. Module Six: Review Questions
7. **Module Seven: The Fourth Stage of Team Development – Performing**
 - a. Hallmarks of this Stage
 - b. What to Do As a Leader
 - c. What to Do As a Follower
 - d. Case Study
 - e. Module Seven: Review Questions
8. **Module Eight: Team Building Activities**
 - a. The Benefits and Disadvantages
 - b. Team-Building Activities That Won't Make People Cringe
 - c. Choosing a Location for Team-Building
 - d. Case Study
 - e. Module Eight: Review Questions
9. **Module Nine: Making the Most of Team Meetings**
 - a. Setting the Time and the Place
 - b. Trying the 50-Minute Meeting
 - c. Using Celebrations of All Sizes
 - d. Case Study
 - e. Module Nine: Review Questions
10. **Module Ten: Solving Problems as a Team**
 - a. The Six Thinking Hats
 - b. Encouraging Brainstorming
 - c. Building Consensus
 - d. Case Study
 - e. Module Ten: Review Questions
11. **Module Eleven: Encouraging Teamwork**

- a. Some Things to Do
 - b. Some Things to Avoid
 - c. Some Things to Consider
 - d. Case Study
 - e. Module Eleven: Review Questions
- 12. Module Twelve: Wrapping Up**
- a. Words from the Wise