



# TEAMWORK AND TEAM BUILDING

1 DAY WORKSHOP



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.

## WORKSHOP 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 OUTLINE >>>

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## COURSE OUTLINE

### MODULE 1 Defining Success

- What is a Team?
- An Overview of Tuckman and Jensen's Four-Phase Model

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- What is a Team?
- An Overview of Tuckman and Jensen's Four-Phase Model

### MODULE 3 Types of Teams

- The Traditional Team
- Self-Directed Teams
- E-Teams

### MODULE 4 The 1<sup>st</sup> Stage of Team Development - Forming

- Hallmarks of This Stage
- What To Do As A Leader
- What To Do As A Follower

### MODULE 5 The 2<sup>nd</sup> Stage of Team Development - Storming

- The Hallmarks of This Stage
- What To Do As A Leader
- What To Do As A Follower

### MODULE 6 The 3<sup>rd</sup> Stage of Team Development - Norming

- The Hallmarks of This Stage
- What To Do As A Leader
- What To Do As A Follower

### MODULE 7 The 4<sup>th</sup> Stage of Team Development - Performing

- Hallmarks of this Stage
- What To Do As A Leader
- What To Do As A Follower

### MODULE 8 Team Building Activities

- The Benefits and Disadvantages
- Team-Building Activities That Won't Make People Cringe
- Choosing a Location for Team-Building

### MODULE 9 Making the Most of Team Meetings

- Setting the Time and the Place
- Trying the 50-Minute Meeting
- Using Celebrations of All Sizes

### MODULE 10 Solving Problems as a Team

- The Six Thinking Hats
- Encouraging Brainstorming
- Building Consensus

### MODULE 11 Encouraging Teamwork

- Some Things to Do
- Some Things to Avoid
- Some Things to Consider

### MODULE 12 Wrapping Up

- Words from the Wise

## CONTACT US



P.O. Box: 227, P.C. 101  
Bait Al Reem Building, Al Khuwair  
Muscat Sultanate of Oman



TEL : +968 2440 3752  
TEL : +968 2469 8449



Email : [info@steps4ward.com](mailto:info@steps4ward.com)

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