

Maximising Your Team's Capabilities

Overview:

There are a number of differences between a team and a group of people or a department. Teams share a common goal and a shared commitment to working towards the achievement of that goal. Effective teamwork rarely occurs by accident. Team members require an understanding and a commitment to the 'spirit of team'.

This unit specifies the outcomes required by frontline managers to facilitate all aspects of teamwork within the organisation. It involves taking a leadership role in the development of team plans, leading and facilitating teamwork and actively engaging with the management of the organisation.

After completing this course, participants will:

- Identify the roles and responsibilities of a team member
- Identify team goals, and work with different personality types
- Identify the tools and techniques to help build a team from a collection of individuals
- Build trust and rapport
- Understand the stages of team development and how these apply to their own team
- Understand their own role within the team
- Understand what they can do to have a greater impact on team success

Designed for: This course is suitable for entry, middle or new managers.

Duration: 2 days

Content:

Contribute to team outcomes

- Best and worst teams
- Why teams?
- Working together
- Teams make the difference
- Types of teams
- What makes an effective team?
- Team leader
- Team members
- Team member self assessment
- Team planning
- Team purpose
- Team goals
- Team alignment
- Team strengths
- Setting targets
- SMART objectives
- Team fundamentals
- Team member roles
- Team goals
- Contributing to the team's success
- Shared ownership
- Trust

Team cohesion

- Developing a cohesive team
- Conditions required for a positive team environment
- Team evolution
- Providing beneficial feedback
- Feedback steps
- Resolving team problems
- Barriers to team effectiveness
- Team evaluation

Team participation

- Facilitating team work
- Identifying team strengths
- Team analysis

Team challenges



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