

## TEAM BUILDING ESSENTIALS

### Overview

#### 1 Day Programme

- Building an Effective Team

#### One Month Later

#### 1 Day Programme

- Developing Others

#### Total Programme Hours: 12

#### AIMS:

For participants to gain a practical insight into their ability to build an effective team and learn how to support and improve their team's performance.

#### PROGRAMME DESCRIPTION:

Participants will look at the role of the Team Manager and how they can develop their skills and identify behaviours which will help to strengthen their position. There will be an opportunity to discuss a range of relevant management and leadership models and look at how these could be practically applied. Attention will be focused on the key skills and tools to build a team to achieve maximum performance.

There are many ways in which Managers can support and improve their team's performance. It is vital to understand that development starts with the induction programme and continues throughout the employment relationship. Training and development needs have to be identified, individual learning styles understood and incorporated where possible with the most appropriate interventions chosen. Learning and development must be treated as part of the performance management system to allow constant reflection, feedback and evaluation.





## WORKSHOP SCHEDULE

### BUILDING AN EFFECTIVE TEAM (6 hours)

#### AIMS:

This workshop will look at the role of the Team Manager and how participants can develop their skills and identify behaviours which will help to strengthen their position. There will be an opportunity to discuss a range of relevant management and leadership models and look at how these could be practically applied. Attention will be focused on the key skills and tools to build a team to achieve maximum performance.

#### LEARNING OBJECTIVES:

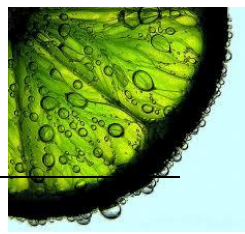
During this workshop participants will:

- Examine their role in terms of expectations and responsibilities as a Team Manager
- Know how to develop appropriate 'leadership styles' to manage the team depending on a number of factors, e.g. individuals, situation, business context, your knowledge/experience/behaviour
- Look at the characteristics of effective teams and identify elements in their own teams
- Identify issues which can block team performance and discuss how to overcome them
- Look at the Team Development Model (Bruce Tuckman) to understand the stages of team formation and again identify where the team is
- Learn about group dynamics in relation to the different processes, e.g. communication, co-ordination, influence, relationships, development, social status
- Gain a practical understanding of the range of Belbin Team Roles, analysing the results and impact for themselves and the team
- Understand what motivates people applying this knowledge to yourself and the team
- Explore the '5 Languages of Appreciation in the Workplace' (Chapman & White) which demonstrate that 'thank you' is not enough

#### APPROACH:

This workshop will be highly interactive involving a range of trainer led discussion, group work, shared examples, case studies and self analysis. Participants will be asked to complete a Belbin Inventory before the workshop.





### WORKSHOP SCHEDULE

#### DEVELOPING OTHERS (6 hours)

##### AIMS:

This workshop will look at the many ways Managers can support and improve their team's performance. It is vital to understand that development starts with the induction programme and continues throughout the employment relationship. Training and development needs have to be identified, individual learning styles understood and incorporated where possible with the most appropriate interventions chosen. Learning and development must be treated as part of the performance management system to allow constant reflection, feedback and evaluation.

##### LEARNING OBJECTIVES:

During this workshop participants will:

- Look at the importance of a comprehensive Induction Programme, ensuring people new to the team get off to the best possible start
- Understand the difference clearly communicated goals make to both team and individual performance
- Complete a self analysis to understand their own Learning Styles (Honey & Mumford) and how this knowledge can widen to individuals and the team to improve future learning and development
- Start to identify any gaps within the team by analysing it in terms of the knowledge, skills and behaviours it possesses compared to those required
- Look at a range of appropriate development options and assessment, e.g., delegation, coaching by the manager/others within the team, in-house training, external open programmes, Strengthsfinder 2.0 assessment tool
- Have carried out learning sessions using an 'Instructional Technique' and the GROW Coaching Model (Sir John Whitmore)
- Discuss how successful development can only happen when there is management support, integration with the performance management system and individual ownership

##### APPROACH:

This workshop will be highly interactive involving a range of trainer led discussion, group work, shared examples and self analysis. Participants will be asked to complete a Learning Styles Questionnaire before the workshop.

