



Teamwork and Team Building

*"A boat doesn't go forward if each one is rowing their own way."
Swahili proverb*



Overview

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.

This course will encourage learners to explore the different aspects of a team, as well as ways that they can become a top-notch team performer. It will help learners to improve the direction, motivation and goal achievement of a team.

Learners will be able to increase competence and confidence when managing, influencing and leading teams and individuals.



Who this course is for

This course is intended for new and experienced managers, supervisors and team leaders or anyone responsible for managing a team of people to improve their leadership skills and allow being able to lead successful and high performing teams. It will put them on the steady route of becoming successful managers and team leaders.

Course outline

- Topic 1: Defining Success
- Topic 2: Types of Teams
- Topic 3: The First Stage of Team Development – Forming
- Topic 4: The Second Stage of Team Development – Storming
- Topic 5: The Third Stage of Team Development – Norming
- Topic 6: The Fourth Stage of Team Development – Performing
- Topic 7: Team-Building Activities
- Topic 8: Making the Most of Team Meetings
- Topic 9: Solving Problems as a Team
- Topic 10: Encouraging Teamwork



By the end of this course, learners should be able to:

- Describe the concept of a team and its success factors
- 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 they 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 Level	Short Course
✓ Course Hours	8 hours
✓ Course Standard Price	£85

Applies towards the following certificate(s) and award(s)

- Leadership and Supervision Diploma
- Professional Certificate in Middle Management
- Salesman Professional Certificate
- Youth Building Skills Diploma