

Teamwork and Team Building

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

Swahili proverb

The Soft Skills Gap Do You Have One?

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 & confidence when managing, influencing & leading teams & individuals.

Who this course is for

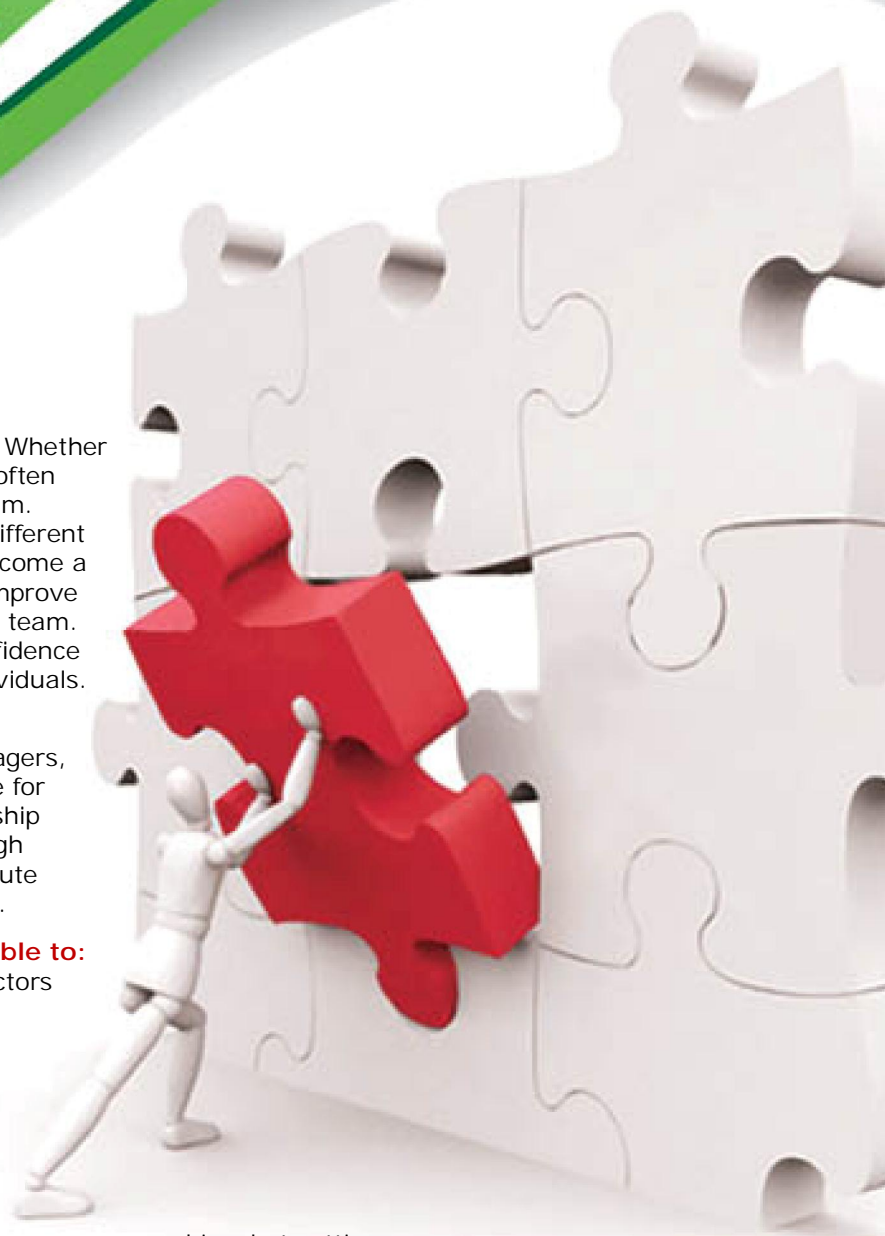
This course is intended for new & experienced managers, supervisors and team leaders or anyone responsible for managing a team of people to improve their leadership skills and allow being able to lead successful and high performing teams. It will put them on the steady route of becoming successful managers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

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

- Describe the concept of a team & 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 & 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 Outlines

- 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



Course Level

Course Hours

Available Learning Formats

Short Course

8 hours

Classroom & Blended

Distance & Online

Applies towards the following certificate(s) & award(s):

Diploma in Sales Management



NOTTING HILL COLLEGE



SCHOOL OF Business