

Effective Teamwork - Module 08

(Exercise, simulation and example approach)

Effective teamwork typically occurs when team members know their roles, understand the project objectives, communicate effectively and solve problems efficiently. Developing effective teams usually starts by conducting team-building exercises. Training programs can include workshops, seminars, mentoring, and self-paced alternatives. By providing these options to your team, you can help each person appreciate diversity, value the contributions of others, manage time effectively and resolve conflict. This usually enables high levels of productivity.

What to Expect

Teams participating in the Effective Team Development course will achieve greater results than the combined efforts of their best individual team members. Your teams will achieve outcomes from this course that are far beyond those of conventional team building or team planning days. The course assists forward thinking teams to develop more of the unfulfilled potential of both the individual members and the group as a whole.

Team members can expect to:

- Understand the meaning of a team
- Improve individual and group productivity
- Build a high performance team
- Establish clearly defined team goals and develop a Plan of Action to achieve them
- Determine clear roles and responsibilities within the team
- Improve communication within the team, and much more.

Module Content

Preparing for the communication

- ✓ Determine the factors that help/hinder effective organizational communication strategies
- ✓ Identify common roadblocks to listening
- ✓ Understand effective questioning and summarizing techniques
- ✓ Positive approach and active listening

Communication skills

- ✓ Practice the art of “inquiry” versus “advocating”
- ✓ Develop effective attending techniques to enhance the listening process
- ✓ Give feedback that is well-received and acted on
- ✓ Understand the impact that nonverbal communication has on the communication process
- ✓ Communicate in a way that makes others feel they are valued

Participants also prepare, plan, conduct and evaluate small group communications, during which they observe, analyze and give feedback on each other’s negotiating behaviors, using the Success Model.