

MANAGING PEOPLE AND TEAM

Effective teamwork begins the instant you begin any interaction, whether in person, through the electronic media or through the design of a product some unknown party will eventually use.

Key focus

1. How team work and high performance contribute to organizational objectives
2. Use trust to build competitive advantage
3. How to build trust for mutual benefits
4. What it takes to build an effective team

Who will benefit

Management staff and anyone aspiring to be corporate leaders

Take The Next Step

Day one

Module 1 – The Basic of Team Performance

- ▶ What is teamwork?
- ▶ What is a high performance team
- ▶ Why high performance matters

Morning tea break

Module 2 – The New Competitive Edge

- ▶ The Business Case For Trust
 - Sustainable competitive advantage
 - Self-regulation
 - Efficiency.
 - Inspired performance
 - Capacity for change
 - Meaning and retention

Lunch

Module 3 – How to build trust

- ▶ Train People How to Think
- ▶ Defining Trust
- ▶ Blind Spots

Afternoon tea break

- ▶ Communicate With Intention
- ▶ Produce a Win/Win Attitude

0900-1030

1030-1045

1045-1300

1300-1400

1400-1530

1530-1545

1545-1700

Take The Next Step

Day two

Module 4 – How to build a team

- ▶ Team-Building Skills for Leaders
 - Consideration
 - Structure
- ▶ The six dimension of team leadership

0900-1030

Morning tea break

1030-1045

- ▶ Two Dimensions of Situational Leadership
 - Task behavior
 - Relational behavior
- ▶ Additional Leadership Qualities
 - Character
 - Emotional intelligence

1045-1300

Lunch

1300-1400

Module 5 – Effective Team Dynamics

- ▶ Objective measures of the team's productivity
- ▶ Becoming a Valued Team Member
- ▶ Managing the Relationship with Your Boss

1400-1530

Afternoon tea break

1530-1545

Module 6 – Effective team

- ▶ A Team Effectiveness Model
- ▶ Characteristics of Effective Teams
- ▶ Creating Effective Team

1545-1700

Take The Next Step