



BUILDING AN EFFECTIVE TEAM (2 Days)

OVERVIEW

In any organization it is desirable to have teams that are effective and efficient. The first step in achieving that is by developing strong teamwork among the team members. And a good way to develop strong teamwork is to be aware of the causes of weaknesses in the team that contributes to the dysfunctions of a team. To attain a higher level of effectiveness the teams need to have a change of mindset and to be more focused on what the organization wants to achieve.

For a team to be truly effectively, it must overcome the Five Dysfunctions listed below:

1. Absence of trust
2. Fear of conflict
3. Lack of commitment
4. Avoidance of accountability
5. Inattention to results

Through this program, the participants will be made aware of the common dysfunctions of a team and will garner the necessary knowledge and skills and develop the appropriate behaviors in overcoming those dysfunctions. This will eventually lead to a strong, effective and highly efficient team.

LEARNING OUTCOMES

The objectives of this program are:

- To equip participants with the required knowledge and skills to be able to become effective and efficient team members.
- To develop appropriate behaviors to contribute to the success of the organization.

At the end of the program, participants are expected to be aware of the dysfunctions of a team and move towards overcoming those dysfunctions. They will become effective team players who will contribute significantly to the success of the HR Team and more importantly to the success of the organization.

WHO MUST ATTEND

Managers, executives, engineers, supervisors and others who lead and manage teams.

METHODOLOGY

A blend of training techniques incorporating lectures, simulations, group discussions, and role-plays.

CONTENTS

The overall contents of the program are as follows:

- Self and teamwork assessments
- The five team dysfunctions and how to overcome them
- Mindset change
- Organizational goal focused
- Readiness assessment

AGENDA:

DAY 1	
TIME	ACTIVITY
9.00 – 10.45 am	Introduction and Icebreaker <ul style="list-style-type: none">• Introduction to the program• Icebreaking activities Assessments <ul style="list-style-type: none">• Assessment of self• Teamwork assessment
10.45 – 1.00 pm	Module 1 <ul style="list-style-type: none">• The Five Dysfunctions model Module 2 <ul style="list-style-type: none">• Teamwork assessment debriefing
1.00 – 2.00 pm	Lunch
2.00 – 3.45 pm	Module 3 <ul style="list-style-type: none">• Building trust
3.45 – 5.00 pm	Module 4 <ul style="list-style-type: none">• Mastering conflict

DAY 2	
TIME	ACTIVITY
9.00 – 10.45 am	Module 5 <ul style="list-style-type: none"> • Achieving commitment
10.45 – 1.00 pm	Module 6 <ul style="list-style-type: none"> • Embracing accountability Module 7 <ul style="list-style-type: none"> • Focusing on results
1.00 – 2.00 pm	Lunch
2.00 – 3.45 pm	Module 8 <ul style="list-style-type: none"> • Mindset change • Organizational goal focused
3.45 – 5.00 pm	Module 9 <ul style="list-style-type: none"> • Readiness Assessment • Reaffirming commitment Closing <ul style="list-style-type: none"> • Training evaluations