

# Managing Teams

## Course Overview

### How You Will Benefit

Although the goal of teamwork is to generate multiple ideas, spill up assignments, and build on relationships, teams can go haywire without enough direction and focus. It is important to understand the dynamics of the team, what the team hopes to accomplish, and any strengths and weaknesses individuals on the team may have.

In a Business Insider study, 39% of employees surveyed responded that people in their own organization don't collaborate enough. Furthermore, about 75% of employers rate teamwork and collaboration as "very important." When teams do get together, 97% of employees and executives surveyed believe that lack focus on a team directly impacts the outcome of a task or project.

This course is designed to teach team managers how to delegate tasks to team members, how to balance team members' strengths and weakness, how to handle different team member roles, and how to development team goals and organization. As a result, teams will operate with clearer objectives, will communicate more effectively, meet goals more productively, and have fewer instances of discordance.

### Course Objectives

Successful completion of this course will increase your ability to:

- Determine the fundamentals for establishing a team
- Develop a team charter and project plan
- Clarify team roles and personality types
- Define leadership responsibilities and functions
- Understand how to lead through coaching
- Facilitate team meetings effectively
- Make decision-making beneficial
- Handle conflict appropriately

- Understand and deal with communication issues
- Troubleshoot problem situations on the team
- Measure a team's success
- Reward team accomplishments

### Key Topics Covered

This course explores the following subjects in depth:

- The team management model
- Issues to consider as a team manager, team member, or advisor
- How to develop a team charter and write team objectives
- Methods of determining teams member's roles
- Differentiating personal styles: challenger, contributor, communicator, or collaborator
- Defining leadership responsibilities and building trust as a leader

### What the Course Offers

- Interactive learning setting
- Opportunity to apply the concepts in a risk-free environment
- Thorough set of materials: Instructor Guide, Participant Guide, classroom PowerPoint presentation, and one-page Learning Summary

### Registration Information

Participant name: \_\_\_\_\_

Department: \_\_\_\_\_

Position: \_\_\_\_\_

Email: \_\_\_\_\_

Phone number: \_\_\_\_\_

**Please return this form to:**