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## Building Skills for Working in Teams Date: View Online -- Venue: London -- Fee: £5,000

**Overview:**

Every organisation exhibits interdependence, all business objectives are accomplished through collaboration between different employees and inter-departmental cooperation. New technologies have made this process easier however the underlying foundations are by the employees within the organisation.

This program makes clear how organisations benefit when relationships are strong between colleagues, productivity can also increase in an interactive environment where employees appreciate and enjoy their work more due to camaraderie and the principles they learn through conflict resolution, communication as well as solving problems and making decisions together.

**Coverage:**

* The infrastructure analysis of a high performance team
* Team decision making
* Group dynamic analysis
* Time management
* Constructive feedback
* Conflict resolution and problem solving

**Objectives**

* Study the most effective communication methods
* Analyse efficient team operation and business processes
* Explain how to give and receive constructive feedback
* Study of various problem solving and conflict resolution strategies
* Understand the dynamics of an efficient work group
* Improve time management and productivity skills

**How this helps your organisation?**

* Increase in team performance
* Reduction in inter-personal conflict
* Communication levels improve
* Faster and smarter decision making
* Increased organisation
* Increased productivity

## How this helps you personally?

* Improve your communication skills
* Become more of a team player
* Improved ability influence your peers
* Improved decision making
* Deal with conflict in a professional manner
* Experience an increase in productivity professionally and personally

**Course Structure**

**The infrastructure of high productivity teams**

* Team operations analysis
* Focus on individual strengths and task assignment
* Four team type analysis
* Understand the role of the leader

**Communication fundamentals**

* The basics steps for successful communication between two peers
* How to present an idea in a persuasive manner
* Oral communication techniques
* Defeat communication barriers
* Introduction to active listening strategy

**Feedback Theory**

* How to give effective constructive criticism
* How to receive feedback
* Discussion on various approaches to dealing with difficult employees
* Johnson and Johnson method of feedback
* Thomas-Kilmann conflict mode diagnostic system
* Evaluate different influencing methods

**Group Dynamic Analysis**

* How to create and encourage excellent work performance
* Erase group dynamic inefficacies
* Develop an understanding of each individuals strengths and contributions
* Rating your group

**Group Decision Making**

* Vroom-Yetton Leadership model
* Evaluate the different methods that a team can come together to make a decision
* Pros and Cons of group decision making
* Von Oech mental lock and how to destroy it
* How a group can agree with a final consensus

 **Group Problem solving**

* Brain storm application
* Von Oech mental lock
* The 6 thinking hats of DeBono
* How to use creativity within problem solving

**Course Dates:** Weekly

**Venue:** London

**Address:** Radisson Hotel

**Fee:** £5,000