

10 HARD HITTING TEAM WORKSHOPS

Performance Skills® Teams Workshops

Each workshop in the *Performance Skills Teams Series* covers an essential competency that will make your team more effective and successful. Each workshop can stand alone or you can use all ten workshops together for maximum performance impact.

The series is based on a well-researched and holistic model which identifies the competencies necessary for a group of people to work as a highly productive and cohesive team. Take advantage of this research to improve the performance of your work teams!

Each Workshop Includes

- Instructor's Guide
- Reproducible Participant Coursebook
- Lesson plans and activities
- Instruments (if applicable)
- Transparency masters

Workshops / 3-ring binder format



1. Committing to a Team Approach (4 hours)

This workshop will energize newly formed teams by helping members explore different team roles as well as four stages of team development. By learning through experiential exercises about behaviors that occur at each stage of team development, members will preempt resistance to the team approach.

2. Communicating Effectively in Teams (7 hours)

Improve all key communication skills within the context of achieving team goals. This workshop systematically presents core communication skills such as active listening, giving and receiving feedback constructively, and reacting to others' ideas.

3. Resolving Team Conflicts (3 hours)

This workshop focuses on resolving the types of conflicts that commonly occur in teams. Participants determine their natural conflict management styles through the use of the Conflict Style Inventory. They learn techniques for assessing conflict situations and applying the most appropriate conflict management style for each situation.

4. Creating a Shared Team Purpose (2 hours)

The ideal starting point for creating a fully functioning, high performing team, this workshop will help team members establish a mission that can be used to guide the formulation of goals and objectives. A series of skill building exercises will get everyone working toward the common goal.

5. Planning for Team Results (2 hours)

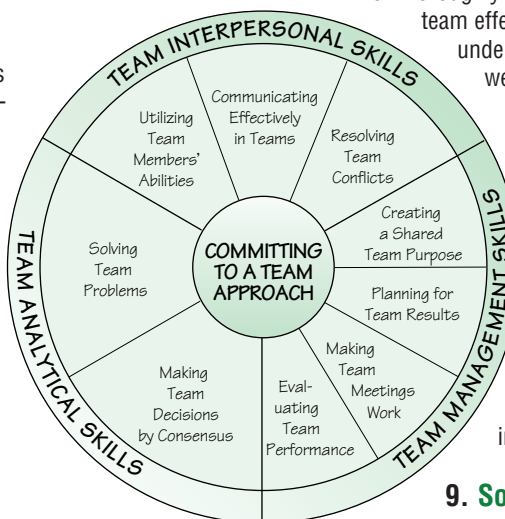
This workshop enables team members to set goals and objectives that are in direct support of the team's purpose. Team members will learn to compose goals that are supported by specific measurable objectives.

6. Making Team Meetings Work (2 hours)

Meetings are the hub of team communication and decision making. This workshop addresses why meetings should be called, how to prepare for them, and most importantly how to conduct them effectively.

7. Evaluating Team Performance (2 hours)

This workshop provides team members with an analytical framework for thoroughly evaluating nine critical dimensions of team effectiveness. Participants will gain a clear understanding of their team's strengths and weaknesses, and will develop a process for improving team performance.



8. Making Team Decisions by Consensus (2 hours)

When working in teams, it is critical to make decisions that all team members agree with and support. In this workshop, team members learn four basic decision making approaches and identify why consensus decision making is most beneficial in a team setting.

9. Solving Team Problems (3 hours)

In order for teams to be successful, they must be able to solve everyday problems decisively and effectively. With this workshop, teams will learn to do so while working on an actual problem the team currently faces. By the end of the workshop participants will be ready to implement solutions.

10. Utilizing Team Members' Abilities (4 hours)

This workshop provides a framework by which teams can identify individual team members' strengths and reorganize to more efficiently achieve team objectives. Teams complete this training by developing an action plan to implement improved utilization of team human resources. Uses Insight Inventory.