



the Management Development Institute

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Team Building

Code: CP94-588

Duration: 1 day

Series: Team Management

Designing a successful team blueprint

The Purpose of a Blueprint
Distinguishing Teams from Groups
Defining Group vs. Team Characteristics
Group-Centered Managers vs. Team-Centered Leaders
Increasing Productivity Through Teamwork
The Benefits of Team Building

Building a strong foundation

The Importance of a Strong Foundation
Taking the Time to Plan
Using Organizational Skills
Building a Climate for Motivation
Establishing Accountability

Constructing a solid framework

Assembling Your Team
Combining Various Behavior Styles
The Promoting Style
The Directive Style
The Analytical Style
The Supportive Style
Engaging the Strengths of Each Style
Building a Solid Team Through Training
Promoting Teamwork Through Your Management Style

Installing windows to better communication

Facilitating Open Communication
Fostering Team Commitment Through Collaboration
Involving the Team in Setting Goals and Standards
Making Problem Solving a Team Effort
Seven Steps to Solving
Creating a Climate for Team Problem Solving
Examining Conflict
Conflict Resolution Styles
Helping the Team Resolve Conflict Positively

Erecting a stable roof of trust

Building Trust Within the Team
Recognizing Employees for a Job Well Done
Implementing Positive Discipline
Coaching: A Key Ingredient in Team Building
Six Tools for Effective Coaching

By completing this course, participants will learn how to:

- ✚ Spell out the differences between a group and a team
- ✚ Present tips for becoming an effective team leader
- ✚ Explore behavior styles and the strengths each style brings to the team
- ✚ Demonstrate ways to promote open communication and team involvement
- ✚ Explain the importance of helping team members to achieve and grow in their jobs

Prerequisites: None