

CREATING HIGH-PERFORMANCE TEAMS



How to Make Your Team *WORK*



SEMINAR DESCRIPTION

Teamwork is the core foundation of your organization. When you can help your team members become more productive, cohesive, and synergistic, you'll create an unstoppable force that can take your company anywhere you want to go. Laura Stack's T-E-A-M model will help facilitate this shift. We must all work together to keep from wasting each other's collective time.

T = TIME: Don't waste each other's time

- Create effective email protocols
- Run efficient meetings
- Control technology (IM, text, cell)

E = ENGAGE: Think about your actions from another's perspective

- Communicate clearly and concisely
- Understand time styles
- Streamline your workflow

A = ACCOUNTABLE: Do what you say you'll do

- Get organized so things stop falling through the cracks
- Track your commitments and pending items
- Be reliable and follow-up as promised

M = MANAGE: Manage the environment

- Avoid interruptions and "drop in's"
- Help your teammates focus
- Maintain an awareness of your surroundings

