

# MAKING TEAMS WORK

## How to Work Productively and Effectively as a Team



### PROGRAM DESCRIPTION

It takes a lot of work and discussion to get a team to function productively and effectively. Tapping a team’s creative power can only happen when team members recognize and value each other’s contributions and strengths. This course helps you realize the impact of your time management style and personality on others and relate positively as a team. During the program, the team will generate its own code of conduct to guide future relationships and behavior. Through fun team-building activities, they will leave with increased cohesiveness, cooperation, and trust.

### COURSE OBJECTIVES

» Understand the advantages of using teams to solve problems.	» Learn proper office etiquette on interrupting meetings, cell phones, email manners, showing up late for meetings, etc.
» Increase the circle of trust and understanding among team members.	» Create monthly, quarterly, and annual strategic plans, to make sure efforts are directed toward the same goals.
» Test team members’ time style and graph the team.	» Improve the productivity of team meetings by developing a standard code of conduct.
» Determine the strengths and liabilities of each style.	» Analyze problems, determine causes, and brainstorm improvements.
» Learn how each other “ticks” and how to work more effectively using the styles.	» Participate in “team building” exercises to bond, improve trust, and build cohesiveness.
» Determine the most effective use of communication mediums for different messages.	» Create a recipe for your ideal team.

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