



First Select

Effectiveness Working in a Team

Date	Venues	(\$) Fees	Book your seat
17 Aug -21 Aug 2025	Istanbul	3300	Register Now

Objectives:

By the end of the program, participants will be able to:

- Define what is teamwork
- List five (5) characteristics of an effective team
- Discuss the benefits of teamwork
- Describe the stages of the Team Development Cycle
- Increase your team leadership skills
- Become more focused and productive
- Demonstrate fun at work is needed

Course Outline:

What is Team Building and why do it?

- Describe Team Work
- Benefits of Team Work
- Roadblocks of Team Building
- The Five Stages of Team Building
- Module Wrap Up - Class Exercise

What is the Difference between Groups and Teams?

- Group Characteristics
- Team Characteristics

The Team Leader

- Team Leadership Roles
- Recognizing Team Leader Competencies
- Effective Characteristics of a Facilitator
- Attitudes of an Effective Team Builder
- When Does a Facilitator Need to Intervene

Top 10 of Team Building

- Ten Steps and Their Purpose
- Matching Up Top Ten with Five Stages of Team Building

How to Plan To Build Your Team

- Essential Guidelines Before Team Building
- Steps To Take at the Team Building Session
- Scheduling Time
- Important Factors in the Team Building Process

- Specific Techniques for Involving Team Members
- Attributes of a Productive Team

How to Communicate Effectively

- Explain How To Communicate Clearly
- Types of Communications in Team Settings Today
- Review Your Own Communication Skills
- Five Traits of a Good Listener
- Communicating With Color

Building Relationships

- Good Interpersonal Skills

Putting All the Pieces Together

- Study or Department Group Exercise

WORKSHOP STYLE:

A mixture of short presentations, interactive discussion, individual exercises and group work. The emphasis throughout is on a practical approach using case material and examples.



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