

Advanced Team Working Skills

How to be an effective member of the team and gain the respect of your team members

Course benefits:

This workshop expands on the areas covered in the 'Team Working Skills' workshop. That previous workshop showed that effective teamwork is a prerequisite for success in most fields of human endeavour. For teams to thrive, effective leadership, and teamworking skills must be in place.

This workshop will show you how to work effectively as a team member, how to gain the respect of your team members, and how to take the leadership role when that is required.

Who should attend:

Anyone who wishes to develop the skills obtained from the 'Team Working Skills' workshop.

What you will learn:

On successful completion of this workshop, attendees will be able to:

- List the benefits and difficulties of team decision making
- Describe the influencing process and the impact of hidden agendas.
- Communicate effectively with all team members.
- Apply techniques to resolve conflict
- Negotiate effectively by applying Advanced Communication and Counselling techniques
- Organise the team to make decisions and set and achieve goals for quality work products and projects

What you will cover:

- Teamwork – Health check, a team quiz on the development of the skills obtained from the previous course; Class exercise to practice the techniques; Exercise to discover the impact of working with one perspective; How team work effects the quality of work products; Practical exercise to set and achieve goals, while working on a team project.
- Communication – Understanding the situation and learning to adjust your behaviour to achieve a desired outcome; Recognising our 'in-built' feelings about a situation; How feelings can dictate negative behaviour; Techniques to remain outcome oriented and objective; Team exercise on dealing with each behaviour type; Negotiating and influencing techniques; Team exercise to employ negotiating skills.
- Team Decision Making – Class discussion on the various decision making methods; Exercise on team decision making; The difficulties of team decision making; Commitment; Decision analysis

How you will learn:

As in the previous workshop, the emphasis here is on practicality. Only 20% of the learning experience is via lectures and even these are highly interactive.

All course work involves teamwork, using exercises, discussion, and simulations.

Attendees spend time as team members and team leaders and other participants are encouraged to give constructive comments on performance.

Duration and availability:

One day. In-house only.

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