



Course Introduction:

A high performance team is a goal that every project leader can attain. High performance teams result from a conscious effort to build trust and the behaviors and skills necessary to solve problems cooperatively.

This course is founded on the concept that almost every project is accomplished through the concerted, coordinated work of teams of people. No matter if the teams are part-time volunteers or highly-skilled professionals, their productivity and success is drastically affected by the relationships within the team and their ability to function as a cohesive unit. This class not only provides a vision of a high performance team, but also specific guidelines every team leader can follow to improve their team's performance.

Project teams have a unique challenge: they come together for a temporary assignment in which they face a special problem. Teams that are successful build a positive team environment and work together to solve problems, even in the face of conflict. This course presents proven communication techniques, explains leadership styles, and details team building principles in the context of the project environment. The course combines lecture, discussion, and practice; participants learn the theory behind the art of managing teams. We make extensive use of role playing and experiential learning to help participants internalize the skills more rapidly.

A high performance team is a very achievable goal. It requires an understanding of the characteristics of high performance, and a solid understanding of the steps to put those in place.

Course Objectives:

Upon completion of this course, participants will be able to:

- Draw out effective performance from a team of people who have a range of skills, attitudes and cognitive/behavior styles.
- Lead and facilitate a group of people to productively solve abstract problems.
- Form a group of individuals into a cohesive team that shares a commitment to a common goal.
- Create a positive, productive atmosphere within a project team.

- Identified strategies to manage the different behavioural roles people take within a team and ways to improve team dynamics
- Established personal strategies and actions that will build and maintain a high performing team
- Communicated their own team vision in an engaging way to encourage team member “buy in”

Who Should Attend?

Project managers, team leaders, managers and senior team members who need to effectively lead work groups.

Course Outline:

Characteristics of High Performance Teams

- Defining a team
- Stages of group development
- Group exercise ‘shapes’ and review, facilitator presentation, small group and individual exercise

Achieving High Performing Team Dynamics

- Introduction to Belbin Team Roles
- Characteristics and functions of each Team Role
- Review of own preferred Team Roles
- Facilitator presentation and group discussion, small group activity, individual review of own Self Perception Inventory report
- Building a high performance team case study
- Motivating employees
- Giving feedback
- Team role dynamics within own team
- Small group exercise reviewing case study and group presentation and discussion, individual reflective exercise with co-coaching

Creating a High Team Performance Management Culture

- Nine steps to leading high performing teams
- Improving own team performance management
- Activity, review performance guide to Leading High Performing Teams, individual exercise and co-coaching

Creating a Compelling Vision

- Steps to creating a compelling vision
- Tips on conveying your vision
- Short facilitator presentation, individual visioning activity followed by presentation and feedback in small groups

Adapting your Leadership Style

- Review of leadership styles and when to use
- Adapting to each person and situation
- Group discussion, presentation, paired exercise, individual reflective exercise

Next steps

- Review of learning and action planning

Course Certificate:

International Center for Training & Development (ICTD) will award an internationally recognized certificate(s) for each delegate on completion of training.

Course Methodology:

A variety of methodologies will be used during the course that includes:

- (30%) Based on Case Studies
- (30%) Techniques
- (30%) Role Play
- (10%) Concepts
- Pre-test and Post-test
- Variety of Learning Methods
- Lectures
- Case Studies and Self Questionnaires
- Group Work
- Discussion
- Presentation

Course Fees:

To be advised as per the course location. This rate includes participant's manual, and-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Timings:

Daily Course Timings:

08:00 - 08:20	Morning Coffee / Tea
08:20 - 10:00	First Session
10:00 - 10:20	Coffee / Tea / Snacks
10:20 - 12:20	Second Session
12:20 - 13:30	Lunch Break & Prayer Break
13:30 - 15:00	Last Session

