



## TEAM SKILLS

**AUDIENCE:** Anyone who works within a team environment

**DURATION:** 1 Day

**SUMMARY:** For organisations to be successful they must focus their energy on creating efficient, intelligent and effective teams. Productive teams are vital to customer focused organisations.

Throwing together a group of talented individuals does not always result in a successful team. Having the skills to work within a team is vital. In this course participants will develop an awareness of all aspects of working within a team.

This course is aimed at helping participants to work effectively within teams and to harness the energy of other individuals to create powerful teams.

### **OBJECTIVES:**

- Understand the benefits of teams
- Understand the characteristics of a successful team
- Identify the components of a team
- Understand the advantage of diversity
- Define how different people work within teams
- Identify the roles of stakeholders
- Communicate effectively within a team
- Set team goals
- Manage conflict within teams
- Work within a team culture
- Empower other team members
- Motivate a team
- Create a successful environment for the team
- Delegate within a team

### **AGENDA:**

- Belbin Team Roles Team Fundamentals
- Teamwork Qualities
- Team Member Qualities
- Leadership in Teams
- Team Motivation
- Resolving Conflict
- Decision Making and Consensus