Team Work

Course Overview

Why work in teams? Simply put, PERFORMANCE! Teams vastly outperform the combined output of individuals in traditional work settings. But high performance teams require planning, accountability, and commitment.

This self-paced course gives you the tools you need to build a case for teaming in your organization, set performance goals, and continually measure team effectiveness. You'll learn how to identify and foster the characteristics of successful teams, define responsibilities for team members, and overcome common obstacles to high performance.

What's more, you will put your newfound skills to the test u sing real-world business case scenarios provided throughout the course. And you'll gauge the effectiveness of your own team with in -depth self-assessment exercises. The skills you will master here can be applied to any team situation —from a single work unit team to wider multi-unit teams spanning the organization.

Course Outline

- What Is A Team?
- Why Teams?
- Types Of Teams
- Team Development Stages
- Effective Communication
- Apply effective communication channels to achieve desired team relationships and goals
- Learn how to utilize your team members' capabilities to promote productivity
- Help your team find creative solutions to workplace challenges
- Manage and resolve team conflict
- Develop the skills to manage the day-to-day challenges of team leadership
- Apply effective communication channels to achieve desired team relationships and goals

Course Objective

Achieve identified business objectives through the use of teams. Develop skills to set team goals, identify tasks, and measure performance for team success.

Learning Objectives

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

- Identify the various types of teams and the best type of team for your organization
- Perform the essential "getting off to a good start" steps to building high performance teams
- The essentials of an effective team
- Why some teams succeed and so many don't
- Managing a team versus managing the individuals on a team
- How to manage communication within diverse teams

- Set the best goals against which to measure performance
- Reviewing and sustaining your team effectiveness through designing an effective evaluation system
- The art of motivating, compensating and rewarding your team
- Defining appropriate criteria for team leader and team member selection
- Competencies required by team leaders
- Entice team innovation and participation
- Master real conflict resolution by identifying sources and types of conflicts

Who Should Attend
Employees at all levels

Course Duration: Two days from 9:00AM to 4:00PM

Registration Deadline: One week before the course date

Course Venue
Top Business premises: 17, Abdel Wahab Selim Elbeshry St. Sheraton Heliopolis, Cairo, Egypt.

For Registration
- Logon to www.topbusiness-hr.com/Course_Register to fill a registration form. Alternatively you can request a registration form by mail from: training@topbusiness-hr.com.
- Payment should be made one week prior to course.
- Payment by cheque in Top Business's name or cash to our address.

For More Information
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