

BUILDING SKILLS FOR WORKING IN TEAMS

Igniting Passion & Activating Potential in Teams

01 - 05 Apr 2018, Dubai

16 - 20 Sep 2018, Dubai

02 - 06 Dec 2018, Dubai



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INTRODUCTION

What do the great teams do that the others fail to do? How do team leaders build their teams to be great and ensure that their teams are collaborative, self-reliant, motivated and productive?

This highly-interactive training seminar will help you understand how teams can achieve much more than either the team leader or the team members dreamt possible.

It will help team leaders and supervisors learn skills and techniques that enable them to feel more in control of their team while at the same time applying techniques that helps team members release their talents, energy and potential.

The training seminar will examine the latest ways to motivate and manage teams for improved productivity and morale and help turn average team leaders into one's that others in the organisation will aspire to join.

This training seminar will highlight:

- Understanding your own style, work habits and motivations and how these influence your ability to get the best from leading and working with the team
- Building team purpose, culture and expected behavioural norms
- Building an energised team that respects strengths, differences and work-style preferences
- Developing a culture of team communication, feedback and early conflict resolution
- Taking the team to new possibilities via creativity and collaborative working techniques

OBJECTIVES

By the end of this training seminar, you will have learned to:

- Identify individual work styles differences and how to use them to develop your team
- Apply the modern principles of time and activity management and manage self and team by them
- Draw-up a comprehensive Team Purpose Analysis and objective set for the team's foundation
- Use creative techniques to push the boundaries of team problem-solving and decision-making
- Apply modern motivation techniques to get the best out of team members
- Use communication techniques that help minimise "noise in the team system"
- Influence team members to embrace change and use it as a powerful, positive force

TRAINING METHODOLOGY

Participants in this training seminar will receive a thorough training on the subjects covered by the seminar outline with the instructor using a variety of proven adult learning teaching and facilitation techniques. Training methodology includes video presentations, case studies, participative discussions, experiential activities, self and team assessment diagnostics and scenario building forums.

WHO SHOULD ATTEND?

This training course is suitable to a wide range of professionals but will greatly benefit:

- All people who manage teams - experienced, new or prospective
- Team Leaders
- Team Managers
- Team Supervisors
- Project Team Managers
- Office Managers

ORGANISATIONAL IMPACT

Your organisation will benefit from team managers and supervisors who return with a knowledge of how to build and develop teams that fulfill their potential and improve their motivation and productivity. They will be able to:

- Build a productive culture that acts as a role model for other teams in the organisation
- Work more efficiently and effectively by identifying real priorities and challenging activity that does not add value
- Recognise team issues and deal with them swiftly before they affect the rest of the team
- Identify star performers in teams and nurture them for the future benefit of the organisation
- Apply techniques of motivation and structured feedback to help turn around under-performing team members

PERSONAL IMPACT

The training seminar will give participants the confidence, energy and skills to build and develop high performing teams.

Participants will:

- Be able to use knowledge of their own work style to improve their relationships with team members and get the best from them
- Improve their ability to control inter-personal situations and outcomes that previously gave them cause for anxiety and stress
- Gain increased respect from their team members as they seek to help them fulfill their potential
- Manage their teams to improved productivity with less personal effort
- Be able to take on secondary teams as their ability to manage their core team with less personal effort grows
- Transfer the skills learned in the seminar to managing people outside their team such as suppliers and customers
- Enhance their career prospects by leading successful high-performing teams that catch the attention of organisational leaders

SEMINAR OUTLINE

DAY 1

Starting From Within – You, The Team Leader

- Know Yourself and Your Role as a Team Leader - your strengths and style preferences
- Set Personal Goals to Guide your Outputs
- Prioritise your time and tasks effectively and train your team to do the same
- The Power of Role Modelling and “Managing by Walking Around”
- Examine and Challenge the Impact of your Belief System and Limiting Beliefs

Building Team Foundations

- Learn from What High Performing Teams Do
- Establish a Stretching Team Purpose – developing a Team Purpose Analysis - TPA
- Map Out Stakeholders and their needs

DAY 2

Establishing Team Environment, Membership and Roles

- Build an Energetic Team Environment
- Establish Team Roles - what’s missing in your team, what’s duplicated?
- Apply Team Development Stages Knowledge to inform your Leadership Interventions
- Identify and Share Individual’s Social and Work Style Preferences

DAY 3

Building Outstanding Team Productivity, Progress and Learning

- Deploy the Lessons of Motivational Theory in Managing the Team
- Influence and Persuade Stakeholders and Partners
- Help the Team Cope with Change and be Resilient
- Develop a Systems Thinking Perspective for continuous Team Improvement
- Conduct team “After Action” reviews and follow up actions and achievements
- Apply Methods to Celebrate Team Progress and Successes

DAY 4

Building Frictionless Team Communications

- Improve and Enhance Individual and Team Communication Skills - listening, questioning, clarifying and summarizing skills
- Identify and Develop Strategies to overcome barriers to Communications
- Use Appreciative Inquiry to develop positive approaches to Team Issues
- Give Corrective and Positive Feedback that Motivates
- Design and Conduct Productive Team Meetings
- Deploy the RACI approach to work allocation and reporting

DAY 5

Dealing with Team Conflicts and Using Them to Improve Team Performance

- Identify and resolve common team problems
- Using the Thomas-Kilmann conflict mode instrument
- Identify and manage dysfunctional, counter-productive team behaviour

Creativity for Team Problem Solving and Learning

- Deploy methods to overcome Mental Blocks
- Obtain the Benefits of Brainstorming
- Make use of a range of Creative and Decision-making Tools



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Code	Date	Venue	Fees
MG039	01 - 05 Apr 2018	Dubai	\$4,750
MG039	16 - 20 Sep 2018	Dubai	\$4,750
MG039	02 - 06 Dec 2018	Dubai	\$4,750

REGISTRATION DETAILS

LAST NAME: _____
FIRST NAME: _____
DESIGNATION: _____
COMPANY: _____
ADDRESS: _____
CITY: _____
COUNTRY: _____
TELEPHONE: _____
MOBILE: _____
FAX: _____
EMAIL: _____

AUTHORISATION DETAILS

AUTHORISED BY: _____
DESIGNATION: _____
COMPANY: _____
ADDRESS: _____
CITY: _____
COUNTRY: _____
TELEPHONE: _____
MOBILE: _____
FAX: _____
EMAIL: _____

PAYMENT DETAILS

- Please invoice my company
 Cheque payable to GLOMACS
 Please invoice me

CERTIFICATION

Successful participants will receive GLOMACS' Certificate of Completion

4 WAYS TO REGISTER

Tel: +971 (04) 425 0700
Fax: +971 (04) 425 0701
Email: info@glomacs.ae
Website: www.glomacs.ae

TERMS AND CONDITIONS

- Fees - Each fee is inclusive of Documentation, Lunch and refreshments served during the entire seminar.
- Mode of Payment - The delegate has the option to pay the course fee directly or request to send an invoice to his/her company/ sponsor. Credit card and cheque payments are both acceptable.
- Cancellation / Substitution - Request for seminar cancellation must be made in writing & received three (3) weeks prior to the seminar date. A US\$ 250.00 processing fee will be charged per delegate for each cancellation. Thereafter, we regret that we are unable to refund any fees due, although in such cases we would be happy to welcome a colleague who would substitute for you.
- Hotel Accommodation - is not included in the course fee. A reduced corporate rate and a limited number of rooms may be available for attendees wishing to stay at the hotel venue. Requests for hotel reservations should be made at least three (3) weeks prior to the commencement of the seminar. All hotel accommodation is strictly subject to availability and terms and conditions imposed by the hotel will apply.
- Attendance Certificate - a certificate of attendance will only be awarded to those delegates who successfully completed/ attended the entire seminar including the awarding of applicable Continuing Professional Education Units/Hours.
- Force Majeure - any circumstances beyond the control of the Company may necessitate postponement, change of seminar venue or substitution of assigned Instructor. The Company reserves the right to exercise this clause and implement such amendments.
- Fair Access / Equal Opportunities - In the provision of its services as a world-class Training Provider, the Company is committed to provide fair access / equal opportunities throughout the delivery of its courses and assessment leading to the completion of training seminars, or 3rd party qualifications/certifications.

