### **Effective Teams**

Effective teams balance the roles of team members and the individual's responsibilities to the team. Enhancing the way teams work together and an individual's understanding of what it means to be a team can improve productivity and morale.

Participants will learn specific ways they can contribute to the effectiveness of their team.

## **Program Outcomes**

- Understand difference between groups and teams and types of teams
- Recognize the need for assigned roles (tasks, skills) to make teams effective
- Recognize that people show up to teams and assume roles based on their natural tendencies
- Identify three elements of team communication
- Make decisions with input from all team members on options and outcomes

## **Learning Process**

### **Learning Content**

- Fundamentals of Effective Teams
- Establishing Team Roles
- Identifying Important Team
  Processes
- Dynamic Team Relationships
- Defining Team Purpose

## **Learning Reinforcement Tool**

- Job Aid-Team Meetings
- Self Reflection-Team Roles and Responsibilities

# Program Length 8 Hours

## **Potential Applications**

All or part of this course could be part of a solution to help organizations with the following:

- For project or team leads prior to starting any new initiative
- To help intact departments think of themselves as a team