

# Team Building

## 1 Full day

### Description

Group is just people working together. A team is pooling the unique skills and insights of every member to achieve common goals. That's why team building is one of the most essential ways to boost productivity. Learn how to build effective teams from the ground up and then manage everyone's efforts to maximize results.

### Outline

#### Chapter 1: Designing a Successful Blueprint for Your Team

The Purpose of a Blueprint  
Distinguishing Teams from Groups  
Group vs. Team Characteristics  
Group-Centered Managers vs. Team-Centered Leaders  
Increasing Productivity Through Teamwork  
The Benefits of Team Building  
Chapter Summary

#### Chapter 2: Building a Strong Foundation

The Importance of a Strong Foundation  
Taking the Time to Plan  
Applying Organizational Skills  
Building a Climate for Motivation  
Establishing Accountability  
Chapter Summary

#### Chapter 3: Constructing a Solid Framework

Assembling Your Team  
Combining Diverse Behavior Styles  
Leveraging the Strengths of Each Style  
Building a Solid Team Through Training

Promoting Teamwork Through Your Leadership Style  
Chapter Summary

#### Chapter 4: Building Bridges to Better Communication

Facilitating Open Communication  
Fostering Teamwork Through Collaboration  
Involving the Team in Setting Goals and Standards  
Making Problem Solving a Team Effort  
Creating a Climate for Team Problem Solving  
Examining Conflict  
Conflict Resolution Styles  
Helping a Team Resolve Conflicts Productively  
Chapter Summary

#### Chapter 5: Ensuring Mutual Trust and Respect

Fostering an Environment of Trust  
Recognizing Employee Performance  
Implementing Positive Discipline  
Coaching: Essential in Team Building  
Six Tools for Effective Coaching  
Chapter Summary