

TEAMWORK AND TEAM BUILDING:

Module One: Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

Module Two: Defining Success

- What is a Team?
- An Overview of Tuckman and Jensen's Four-Phase Model

Module Three: Types of Teams

- The Traditional Team
- Self-Directed Teams
- E-Teams

Module Four: The First Stage of Team Development - Forming

- Hallmarks of This Stage
- What To Do As A Leader
- What To Do As A Follower

Module Five: The Second Stage of Team Development - Storming

- The Hallmarks of This Stage
- What To Do As A Leader
- What To Do As A Follower

Module Six: The Third Stage of Team Development - Norming

- The Hallmarks of This Stage
- What To Do As A Leader
- What To Do As A Follower

Module Seven: The Fourth Stage of Team Development - Performing

- Hallmarks of this Stage
- What To Do As A Leader
- What To Do As A Follower

Module Eight: Team Building Activities

- The Benefits and Disadvantages
- Team-Building Activities That Won't Make People Cringe
- Choosing a Location for Team-Building

Module Nine: Making the Most of Team Meetings

- Setting the Time and the Place
- Trying the 50-Minute Meeting
- Using Celebrations of All Sizes

Module Ten: Solving Problems as a Team

- The Six Thinking Hats
- Encouraging Brainstorming
- Building Consensus

Module Eleven: Encouraging Teamwork

- Some Things to Do
- Some Things to Avoid
- Some Things to Consider

Module Twelve: Wrapping Up

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations