

## **Team Development: Team Building and Team Leadership**

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### **A 5 Day, *Hands-On* Workshop for Government Employees**

Team Development is an essential skill to study and master in the Government Workforce. Those who learn how to effectively communicate, engage, influence others, resolve conflict, and build competent teams will be respected and sought after for their ability to apply these concepts in the real world. This workshop introduces concepts and ideas which not only help leaders develop highly effective teams, but also develops the mindset required to lead those teams.

#### **Learning Objectives:**

- Define Team
- Describe the 5 Team Dysfunctions
- Assessing the Teams Strengths and Weaknesses Using a Team Skills Chart
- Recognize Group Development Stages (GDS)(Forming, Storming, Norming And Performing
- Able to Develop a Team Charter
- Able to Plan a Participatory Decision Making Meeting or Event
- Recognize Communication Models Use for Effective Team Communication
- Understand the Art of Pairing
- Evaluate Organizational Trends in Personnel/Team Turbulence and Plan for It
- Define Both, Team Leadership and Team Management
- Write a Mission/Purpose Statement for the Team
- Create a Vision Statement
- Create a Team Responsibilities Chart
- Draft a Team Needs Chart to Determine Need for and Plan for Future Professional Development Requirements
- Recognize Theories Of Motivation And Discuss How Each May Apply With the Team Based on Teams GDS
- Apply the ADKAR Change Management Process to Individual and Team Change Challenges
- Use the Time and Priority Tools Provided in the Workshop Handbook
- Draft a Reward, Award, Recognition Plan for your Team Aimed at Creating a Culture of Recognition

## Topics Included in this Workshop:

### Team Building:

- Team Communication
- Understanding Team Dynamics
- Team Development Phases
- Team Lifecycle
- Participatory Decision Making
- The Art of Pairing
- Dealing with Team Turbulence

### Team Leadership:

- Team Leadership vs. Team Management
- Setting Team Goals
- Professional Development Planning
- Developing Influence
- Motivating People
- Time Management
- Priority Management
- Change Management
- Establishing a Culture of Recognition

All attendees will receive a **Student Handbook** and access to an **Online Toolkit**, containing tools and research developed and gathered over decades by our instructors. Toolkits include items such as checklist, tips and techniques, sample documents, forms, academic and government studies, and numerous other tools to help you use your new skills immediately.

### Additional Information

**Recommended CPE Credits:** 34.0

**Recommended CEU Credits:** 2.8

**Suggested Program Prerequisites:** Challenge of Leadership

**Advanced Preparation:** None

**NASBA Program Level:** Intermediate

**NASBA Field of Study:** Business Management and Organization

**Delivery Method:** Group Live – Classroom





**Refund/Cancellation Policy:** TMS has a 2 week cancellation policy. Courses cancelled 2 weeks prior to the program start date will receive a full refund. Courses cancelled within 2 weeks from the program start date will not receive a refund for the program. | **Complaint Policy:** For more information regarding administrative policies, such as complains, please contact Stacey Kruse at [stacey@tmsworkshops.com](mailto:stacey@tmsworkshops.com) | **Official National Registry of CPE Sponsor's Statement:** Technical Management Services (TMS) is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: [www.NASBARegistry.org](http://www.NASBARegistry.org).

In order to be awarded the full credit hours, you must be present, registering your attendance and departure on the attendance sheets.