

# TEAM BUILDING

## A 2-Day Hands-On Workshop

### **Course Description:**

The program focuses on personal interaction skills for developing high levels of team effectiveness. Participants explore tried and true techniques that allow for rapid progressive and effective ways to build the team, assimilate new members and achieve high performance. Attendees will gain an understanding on how to apply theory in the fluid and rapidly changing management environment in the Federal workplace and how they can best contribute to the organization. Team player self-assessments will allow for individuals to understand how they can best contribute to the team as a Professional Government Employee.

### **Learning Objectives & Topics Covered in this Workshop:**

- Understand What Makes a Team Have Impact
- Define and Describe Effective and Ineffective Team Players
- Analyze Your Teams Strengths and Weaknesses
- Know How to Anticipate the Challenges Teams Face
- Attain skills and strategies to Communicate Team Vision, Mission and Goals
- Planning to Avoid Common Errors Made Team Leaders
- Create a Plan that Addresses: How to Start; How to Focus and How to Follow Through

**Audience:** This workshop is designed for all government personnel.

### **Toolkits:**

Each Participant will receive a **Student Handbook** and access to an **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### **Additional Information**

**CPE Credits:** 13.0

**CEU Credits:** 1.1

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:** Basic

**NASBA Field of Study:**

Business Management and Organization

**Delivery Method:** Group Live – Classroom

