

## Team Building

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### **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 Contracting Professional.

**Who Should Attend:** Newly assigned managers and supervisors who are seeking an understanding of the fluid and rapidly changing management environment in the Federal workplace and how they can best contribute to the organization.

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.

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

What Makes a Team Have Impact?

Team Members and Team Leaders

Effective Team Players

Ineffective Team Players

Tenacity

Analyzing Your Team's Strengths and Weaknesses

How People Work Effectively in a Team

Team Building

Communicating in a Team

How to Start it - How to Focus on it - How to Follow-Through

**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

\*This course counts as contact hours toward your PMI Certification and can be submitted for review to receive PDU credits.



**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).

To register, please contact your training manager. In order to be awarded the full credit hours, you must be present, registering your attendance and departure on the attendance sheets.