

## 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.

#### 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.