

Team Leadership

Key Benefits

- 1 Create effective, result-driven teams
- 2 Improve your team's decision making skills
- 3 Turn conflict into positive results
- 4 Build commitment and consensus faster
- 5 Facilitate authentic participation
- 6 Diagnose and resolve team problems
- 7 Inspire the individual's peak performance
- 8 Conduct more productive meetings
- 9 Lead your team to consistent success

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by Ron Black

Building Championship Teams and Work Groups

Available in one- or two-day seminar, breakout session, and keynote formats

Introduction

Building successful, productive teams that embrace the organization's goals requires a special set of skills. These skills cover a broad range of knowledge. Communication, consensus building, situational leadership, active listening, meeting facilitation, performance coaching, gaining commitment and fostering authentic participation are some of the key abilities that describe effective team leadership.

Course Description

The seminar uses lecture, anecdotes, group discussion, and participative exercises to develop the attendee's team leadership skills. The activities are designed for double duty—first to experience and learn, then to teach. Participants gain direct experience in many communication and team-building techniques that can be taken back and directly applied in their own organizations. Using this practical approach enables participants to quickly apply their newly acquired knowledge.

What Participants Learn

Participants learn how to facilitate success by developing effective work groups. They learn how to bring the best out of individuals, how to communicate effectively one-on-one and in groups, how to conduct productive meetings,

and how to handle the problems every team leader faces in a challenging work environment. They'll learn how to identify a team's stage of development and how to take it step-by-step to the next level of productivity, cooperation, and success. Attendees learn that a focus on performance is the catalyst for all team development and that to build better teams requires championing the success of every individual contributor.

Who Should Attend?

This seminar is for senior and novice team leaders, and for those who contribute to the success of work groups or project teams.

Course Content

The Collaborative Work Group

- Transforming Average Teams into Championship Teams
- The Stages of Team Development
- Work Group Dynamics
- Building the Team's Mutual Trust and Respect

Team Leadership

- Roles of the Team Leader
- Understanding the Individual's Motivations in Work Groups
- Five Prerequisites to Team Success
- Understanding the Leader's Key Responsibilities
- The Four Essential Elements of Team Leadership

- How to Establish Team Goals, Roles, Rules, and Responsibilities
- Situational Leadership for Teams

Problem Solving and Decision Making Methods for Teams

- Decision Making Models for Teams
- When to Use Consensus, Collaboration, or Authoritative Decision Making
- Consensus vs. Compliance
- Cross-Functional Teams and the Delphi Decision Methodology

Communication Skills for Team Leaders

- The Role of the Meeting Facilitator
- Increasing Participation and Productivity
- Laying the Foundation of Cooperation
- Gaining Willing and Meaningful Commitment

- How to Handle Off-Agenda Items
- Handling Disruptive Behavior
- Leading Problem Solving Sessions
- How to Organize, Consolidate, and Prioritize Ideas
- Creating Meaningful Action Items

Facilitating Change

- Understanding the Stages of Change
- Turning Conflict into Progress
- What to Do When Team Staffing is not Your Decision
- How to Silently Guide Group Decisions

People Skills for Team Leaders

- Building Rapport in Diverse Groups
- Using Triangulation Techniques to Reduce Conflict
- Active Listening Techniques

- Conversational Leadership Process
- Removing Barriers to Progress
- Gaining Meaningful Personal Commitment for the Team
- Four Secrets of Influence and Persuasion

Running Effective Team Meetings

- Utilizing Meetings to Build Teams
- Six Key Activities to Build Consensus and Commitment
- Establishing and Controlling Agendas
- Handling Meeting Detractors
- Creating a Productive Meeting Environment
- Setting Meeting Ground Rules
- Virtual Meetings and Multimedia Communications Systems
- Creating Effective Summaries
- Keeping Participants on Task
- Visual Icons, Symbols and Conventions
- Easy Ways to Capture and Summarize Meeting Results

Format

The content is readily adaptable to address specific organizational issues, thereby providing a highly relevant and effective learning experience.

Contact Information

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Participant Comments

A great help in preparing myself to the ever-changing environment in the workplace. This course provided multiple tools to build teams. —Calgary, AB

The response has already begun on your great class...we hope to have you back! ...spotted attendees and the board members using your team principles! ...came back from her trip and said that they pulled out their meeting notes and discussed how to apply this to their project team for that job! ...way to go Ron! We are so happy with the results! —Scottsdale, AZ

The most useful and interesting seminar I have attended in the last four years! —Chicago, IL

Ron Black is an outstanding seminar leader! Knowledgeable, interesting, enthusiastic, and passionate about the subject. Great job!! I should have taken this seminar two years ago when I first moved into my present position! —Denver, CO

Very useful—great analogies and stories to drive the point home. —Tempe, AZ