

Team Building and Facilitation - Soft Skills Training



Course Duration: 1 Day - 8 Hours/day

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Seminar Content

This one-day seminar designed to help you form and manage a team. The course will help attendees hold effective and efficient meetings using - meeting agenda, minutes, and action plans.

Learning Objectives

- ❖ Provide a firm grounding in the concepts, skills and tools needed to successfully lead all team-based activities.
- ❖ Focus on team dynamics, meeting discipline, communications tools, time management and the ten key points for success.
- ❖ Provide practical experience with team building concepts and skills.

Seminar Outline

- ❖ Teams
- ❖ Definition, types, characteristics, stages of team development
- ❖ Team Membership
- ❖ Definition of roles
- ❖ Meeting Discipline
- ❖ Organization, rules, decision making, standardization
- ❖ Team Dynamics
- ❖ Time management, conflict resolution, motivation, communication
- ❖ Being a good facilitator
- ❖ Meetings, problem situations

Who Should Attend

This seminar is designed for individuals charged with leading, facilitating or improving team-based activities.

Seminar Materials

Each participant will receive a seminar manual, including worksheets and all team exercise materials.

Pre-Requisite

Ability and/or desire to communicate and work with small groups of people in a productive and cooperative manner.

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