

WORKING EFFECTIVELY IN TEAMS

Unit Standard	114597/15224/252037/252027
NQF	Level 4
Credits	4-6
Duration	1 Day
Organisational Development Area	All members of a team (different team members may book)

SYNOPSIS

Teams have become a principal building block of the strategy of successful organisations. Whether the focus is on service, quality, cost, value, speed, efficiency, performance, or other similar goals, teams are the central methodology of most organizations in the private, non-profit, and government sectors.

With teams at the core of corporate strategy, your success as an organisation can often depend on how well you and other team members operate together. How are your problem-solving skills? Is the team enthusiastic and motivated to do its best? Do you work well together?

In most teams, the energies of individual members work at cross purposes. Individuals may work extraordinarily hard, but their efforts do not translate into team effort, and this results in wasted energy. By contrast, when a team becomes more aligned, a commonality of direction emerges, and individual energies harmonise. You have a shared vision and an understanding of how to complement each others' efforts.

This intervention provides team members with a necessary theoretical perspective of the dynamics and success factors of team functioning. Team members from different teams, divisions, project groups or organisations are entitled to book for this intervention. The unique collection of different team members attending this intervention offers an enriching learning experience.

COURSE OUTLINE

- Defining a Team and What makes up a Team;
- Types of Teams;
- Establishing Team Norms and Characteristics;
- Ground Rules;
- Team Contracts;
- Working as a Team;
- The stages of Team Development;
- The TORI model;
- Effective Communication;
- Becoming a Good Team Player;
- Personal Action Plan and Client Specific Profiles.

COURSE OUTCOMES

Upon successful completion of this intervention learners will be able to:

- Describe the criteria for working as a member of a team;
- Explain what working autonomously and collaboratively with other team members takes;
- Make meaning and substantial contributions towards to building relationships between team members and stakeholders;
- Make a positive contribution to team coherence, image and spirit.

