# BUILDING HIGH PERFORMANCE TEAM
## *The Fundamentals of Building a High-Performance Team*



Teamwork has become an important part of the working culture and many businesses now look at teamwork skills when evaluating a person for employment. Most companies realize that teamwork is important because either the product is sufficiently complex that it requires a team with multiple skills to produce, and/or a better product will result when a team approach is taken.

The most important teamwork skill is the ability to communicate effectively. This includes speaking knowledgeably, tactfully and candidly as well as listening actively with an open mind. Other teamwork skills or traits that correlate with group achievement include commitment to the team, making decisions with objectivity and discipline, thinking intelligently and rigorously, ability to support other team members' ideas, being humble and grounded and, most important, being unafraid to get involved.

## LEARNING OBJECTIVES
- How to lead actively & effectively
- Gain insight into asking open questions
- Learn team management skills
- Learn to adeptly converse and network with the team
- Learn to recognize team's Personality Types & communication preferences
- Master adjusting one's own communication approach based on need
- Develop a win-win mindset

## WHO SHOULD ATTEND
CEOs, Directors, General Managers, Senior Managers, Middle Managers, Assistant Managers, and anyone who is who geared towards finding more effective ways to work with others.

## METHODOLOGY
Active learning activities are included to allow participants to engage actively in the learning process. The active learning activities are such as:

- ✓ Group discussions
- ✓ Videos presentation
- ✓ Role plays
- ✓ Fun learning activities

# COURSE OUTLINE

## Module 1: What is a Team
A team is a group of individuals, all working together for a common purpose. The individuals comprising a team ideally should have common goals, common objectives and more or less think on the same lines. Individuals who are not compatible with each other can never form a team. They should have similar if not the same interests, thought processes, attitude, perception and likings.

- Group vs Team
- Definition of a team

## Module 2: Team Growth
Teams are becoming a key tool for organizing work in today's corporate world. Teams have the potential to immediately amass, organize, relocate, and disperse. But, teams are an effective tool of employee motivation. It is essential to consider the fact that teams develop and get mature over a period of time. Team development creates a captivating atmosphere by encouraging co-operation, teamwork, interdependence and by building trust among team members.

This module will help individuals to understand their stages of team development:

- Forming stage
- Storming stage
- Norming stage
- Performing stage

## Module 3: Team Management
Team management refers to the various activities which bind a team together by bringing the team members closer to achieve the set targets. For the team members, their team must be their priority and everything else should take a back seat. They should be very focused on their goals.

- Team management skill
- Characteristics of a good team
- Team model
- Types of team

## Module 4: Building High Performance Team
Not all teams can perform well. The performance of a team is dependent on its team members. The individuals must be handpicked very carefully to form a high performance team.

- Synergize
- Win win situation mindset
- Communication
- Conflict management
- Emotional Intelligence in a team
- The 5 Keys towards building a high performance team

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