



TEAM BUILDING

Develop from work groups into effective decision-making teams.

This full day session, for associates at any level in the organization, addresses how groups form into effective decision-making teams. The program provides the participant with a basic understanding of team dynamics, how teams positively impact productivity, and the impact of effective communication in a team environment. The session includes applying the course material in a team building exercise.

Pre-requisite: *Overview of Lean* must be taken prior to attending *Team Building*.

Course Content Includes:

- The benefits of teams for both companies and individuals
- The definition of a “team”
- The three types of teams
- The four stages of team development
- Identifying participant’s Team Player Style
- Skills for:
 - ◇ Developing communication
 - ◇ Conducting effective meetings
 - ◇ Identifying team roles and responsibilities
 - ◇ Resolving conflicts
 - ◇ Establishing team guidelines
 - ◇ Establishing team mission and goals
 - ◇ Making group decisions
- Use of Visual Communication

Upon completion of the Team Building session, participants will be able to:

- Understand the four requirements for teamwork to occur
- Describe how teams increase productivity
- Define the characteristics of an effective team
- Communicate with team members more effectively
- Generate and use a meeting agenda
- Help team members establish guidelines for team behaviors
- Understand the Plan – Do – Check – Act model
- Understand the evolution of self-directed work teams