



SCANDINAVIAN ACADEMY
For Training and Development

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Course: Building Skills for Working in Teams: Igniting Passion & Activating Potential in Teams

Code	City	hotel	Start	End	price	Hours
282	Zurich (Switzerland)	Hotel Meeting Room	2024-08-19	2024-08-23	5450 €	25

Course Overview

Introduction

This highly-interactive training seminar will help you understand how teams can achieve much more than either the team leader or the team members dream possible.

It will help team leaders and supervisors learn skills and techniques that enable them to feel more in control of their team while at the same time applying techniques that helps team members release their talents, energy and potential.

The seminar will examine the latest ways to motivate and manage teams for improved productivity and morale and help turn average team leaders into one's that others in the organisation will aspire to join.

Program Objectives

- Identify individual work styles differences and how to use them to develop your team
- Apply the modern principles of time and activity management and manage self and team by them
- Draw-up a comprehensive Team Purpose Analysis and objective set for the team's foundation
- Use creative techniques to push the boundaries of team problem-solving and



decision-making

- Apply modern motivation techniques to get the best out of team members
- Use communication techniques that help minimize “noise in the team system”
- Influence team members to embrace change and use it as a powerful, positive force

Who Should Attend?

This course will mainly benefit to purchasing managers, senior buyers, project managers, civil engineers, construction managers, contractors, sub-contractors, site engineers, senior management, and government agencies, architects, construction professionals, and anyone responsible for purchasing at a senior level who seeks to enhance their skills further.

Program Outline

DAY 1 : Starting From Within - You, The Team Leader

- Know yourself and your role as a team leader - you strengths and style preferences
- Set personal goals to guide your outputs
- Priorities your time and tasks effectively and train your team to do the same
- The power of role modelling and “Managing by Walking Around”
- Examine and challenge the impact of your belief system and limiting beliefs

Building Team Foundations

- Learn from what high performing teams do
- Establish a stretching team purpose - developing a Team Purpose Analysis - TPA
- Map out stakeholders and their needs

DAY 2 : Establishing Team Environment, Membership and Roles



- Build an energetic team environment
- Establish team roles - what's missing in your team, what's duplicated?
- Apply team development stages knowledge to inform your leadership interventions
- Identify and share individual's social and work style preferences

DAY 3 : Building Outstanding Team Productivity, Progress and Learning

- Deploy the lessons of motivational theory in managing the team
- Influence and persuade stakeholders and partners
- Help the team cope with change and be resilient
- Develop a systems thinking perspective for continuous team improvement
- Conduct team "After Action" reviews and follow up actions and achievements
- Apply methods to celebrate team progress and successes

DAY 4 : Building Frictionless Team Communications

- Improve and enhance individual and team communication skills - listening, questioning, clarifying and summarizing skills
- Identify and develop strategies to overcome barriers to communications
- Use Appreciative Inquiry to develop positive approaches to team issues
- Give corrective and positive feedback that motivates
- Design and conduct productive team meetings
- Deploy the RACI approach to work allocation and reporting

DAY 5 : Dealing with Team Conflicts and Using Them to Improve Team Performance

- Identify and resolve common team problems
- Using the Thomas-Kilmann conflict mode instrument
- Identify and manage dysfunctional, counter-productive team behaviour

Creativity for Team Problem Solving and Learning



- Deploy methods to overcome mental blocks
- Obtain the benefits of brainstorming
- Make use of a range of creative and decision-making tools



The Scandinavian Academy for Training and Development employs modern methods in training and skills development, enhancing the efficiency of human resource development. We follow these practices:

• **Theoretical Lectures:**

- We deliver knowledge through advanced presentations such as PowerPoint and visual materials, including videos and short films.

• **Scientific Assessment:**

- We evaluate trainees skills before and after the course to ensure their progress.

• **Brainstorming and Interaction:**

- We encourage active participation through brainstorming sessions and applying concepts through role play.

• **Practical Cases:**

- We provide practical cases that align with the scientific content and the participants specific needs.

• **Examinations:**

- Tests are conducted at the end of the program to assess knowledge retention.

• **Educational Materials:**

- We provide both printed and digital scientific and practical materials to participants.

• **Attendance and Final Result Reports:**

- We prepare detailed attendance reports for participants and offer a comprehensive program evaluation.

• **Professionals and Experts:**

- The programs scientific content is prepared by the best professors and trainers in various fields.

• **Professional Completion Certificate:**

- Participants receive a professional completion certificate issued by the Scandinavian Academy for Training and Development in the Kingdom of Sweden, with the option for international authentication.

• **Program Timings:**

- Training programs are held from 10:00 AM to 2:00 PM and include coffee break sessions during lectures.