

**Are your teams
working at optimal
level?**

**Release every team
members' potential and
helps them maximise the
performance of the team.**

Teamwork

Equip your team members with all the skills they need to contribute to a high performing team...who work effectively together...



The "Experiential Learning" activities enable participants to discover team members' potential to work together effectively

Team Building and Team Skills activities to build effective teams.

Effective team building releases every team members' potential and helps them maximise the performance of the team. When working together towards a common goal, team members will form new relationships, strengthen existing ones and learn more about the people they work with.

For team members to work together effectively, a wide range of interpersonal and team skills are required. Interpersonal skills such as; listening; assertiveness; expressing ideas; and asking questions, and team skills such as; planning; conflict resolution; and decision making are all vital.

COURSE DETAILS

Teamwork programme is a 2-Day course

The activities have been specifically designed to recreate problems commonly encountered at work such as; lack of clarity on objectives; ineffective communications; lack of mutual respect; and low levels of commitment to the team.

WHO SHOULD ATTEND

Teamwork programme is ideal for participants of all levels, from entry level apprentices to the most senior of leaders - working across functional, hierarchical boundaries.

FEES

- ❖ RM1900 plus 6% SST per participant
- ❖ Enjoy RM 100 discount per participant for registration of three or more participants from the same company and of the same billing source.



1. Getting to Know You
Discussion Topics:
 - Using both information and opinions to make decision
 - Knowing what are assumptions and expectations vs facts
 - The value of team members relating on a personal basis
 - Establishing personal links/topics of conversation
2. Where's the Chair?
Discussion Topics:
 - What helps effective team working. What hinders effective working
 - Why and how individuals can influence teams
 - Why and how individuals' can influence teams
3. Roulette Wheel
Discussion Topics:
 - Giving and receiving instructions
 - The role of leaders and followers
 - The impact of the task on leader followers role
 - Accurate and efficient verbal communication
4. Creating Obstacles
Discussion Topics:
 - Identifying and understanding criteria for success
 - Making decisions together but executing plans separately
 - Working with vs competing against other teams
 - Basic of team leadership
5. Digital Display
Discussion Topics:
 - Individual vs. team success
 - Awareness of others' needs
 - Taking responsibility for the team
 - Communicating the right thing in the right way when others are ready to receive the information
6. Tower
Discussion Topics:
 - Openness, honesty and trust
 - Negotiating
 - Communicating within and between teams
 - Inter-team rivalry
7. The Stack
Discussion Topics:
 - The impact of competitive team working
 - Setting achievable targets
 - Group decision making
 - Risk taking
8. The Frame
Discussion Topics:
 - Company vs department objectives
 - Thinking outside the box
 - Effective communications
 - Involving people in decisions that effect what they have to do
9. Over The Bridge
Discussion Topics:
 - Core Team Skills
 - Customer Focus
 - Identifying Objectives
 - Quality Standards

Transform your training with experiential learning activities !!

TEAMWORK

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2-Day Course Outline

- DAY 1 :**
- 9:00AM
to
5:00PM
- 1. Getting to Know You (15 minutes)**

Working as one team, the group has to place all team members on a continuum that is based on information that is personal but not private, e.g. length of service, time taken to travel to work, etc. of the members. No individual may give any information about themselves, it all has to be worked out by the group using information that is already known or assumed. Once the order has been agreed group members place each other where they should be, which is not straight forwards either! Only then can individuals reveal the true information.
 - 2. Where's the Chair? (15 minutes)**

This introductory activity is a non-threatening introduction to team working. Small teams create an everyday object with materials. There are no time restrictions or best solutions, just opportunities to start thinking about teams at work.
 - 3. Roulette Wheel (30 minutes)**

In the task callers (leaders) have very different roles from other team members. The whole team has to plan how they are to complete the task, solve problems together along the way. Everyone has to work carefully and accurately to help each other: mistakes are costly and difficult to rectify.
 - 4. Creating Obstacles (40 minutes)**

Teams have to devise and build obstacle courses. They are given guidelines that allow them the freedom to make the course easy or as challenging as they wish. Teams then complete the courses designed for them by each other.
 - 5. Digital Display (2 hours)**

Although this powerful team working activity is done in silence it explores attitudes and approaches that influence effective communication
 - 6. Tower (3 hours)**

This inter-team activity takes the concept of "prisoners dilemma" (if I help you escape first, can I trust you to help me escape afterwards?) to a new level no matter how hard teams try, one just win unless both settle for a very poor performance.
- DAY 2 :**
- 9:00AM
to
5:00PM
- 1. The Stack (10 minutes)**

This is a competitive task in which teams are able to monitor each other's progress. Although the task is simple as teams improve their performance the chances of a calamity increase. Should team keep stretching themselves and risk total failure or be more cautious and risk defeat?
 - 2. The Frame (2.5 hours)**

Two halves of one team with different parts of the same task are separated by: a door, the knowledge that one team cannot divulge all its information, different workloads. Pressure and frustration build as effective communications diminish.
 - 3. Over The Bridge (4 hours)**

An innovative way to introduce and develop team skills. It is a two part activity: part one introduces the concept and part two provides an opportunity for performance improvement.