Productive Teamwork

Conflicts, mistrusts, avoidance, groupings among team members with the growth of any company or organizations. And it reflects in the low performance and low productivity of the company. But it can easily be avoided if the team members are aware, trust each other, friendly and motivated. It is called teamwork. Teamwork is a dream-work. A productive team can achieve any goal and overcome any challenges a company or an organization may face. It is said that any team can be motivated by *Together Everyone Achieves More (TEAM)* spirit.

This course offers strategies, tools, techniques and tactics based on the following **l**

Learning Outcomes/Objectives

- Improved understanding of the factors of productive teamwork.
- Realization of the level of self-skills towards being a good team player.
- Better relations and cooperation among team members.
- Sustained trust and openness among team members.
- Higher productivity as a result of friendly working relations.
- Identify the benefits of team and teamwork.
- Explain the six key factors of teamwork.
- Describe eight characteristics of a productive team.
- Assess the teamwork skills of oneself.
- Explain the gradual progression of the four stages of a team growth.
- Explore the roles of team members in each stage of a team growth.
- Identify the reasons behind team conflicts and confusions.
- Explore the causes of negative attitude, behavior, jealousy and groupings in a team.
- Describe the steps to offer friendly feedbacks to the colleagues.
- Explain the factors and ways to ensure trust and openness in a team.

Major Contents

- Concept of team
- Characteristics of productive teamwork
- Stages of a team growth
- Roles of team members and team leaders in each stage of team growth
- Barriers to a team bonding
- Creating a high performing team

Course Modules

Modules	Takeaways	Key Exercises
Module 1: Team and productive teamwork	- Benefits of team and teamwork - Six key factors of teamwork - Eight characteristics of productive teamwork - Self-assessment: am I a good team player?	Large-group games Small-group games Pair-group brainstorming Individual work Question-answer

Module 2:
Stages of a team growth and role of team members
	- Roles of team members in 4 stages of a team growth:
	  - Forming stage
	  - Storming stage
	  - Norming stage
	  - Performing stage
		Individual exercises
		Large-group games
		Small-group games
		Question-answer

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Modules	Takeaways	Key Exercises
Module 3: Barriers to team bonding	- How unclear objectives creates conflicts - Why confusion of roles, duties in team happen - Reasons of grouping, blames, jealousy - How negative attitude, behavior, languages barriers team bonding	Small-group games and discussions Large-group games Small-group presentation Question-answer
Module 4: Creating high performing and productive team	- Techniques to offer friendly feedbacks - How to accept differences and build trusts among the team members - Ways to create openness in a team - Positive attitude, behavior and language of a productive team	Large-group exercise Large-group game Individual work Question-answer

Session plan

Ses-sion	Time	Topics	Learning Methods	Materials
1	20 min.	• Introduction • Learning objectives • Expectations	Group discussion Presentation, Individual activities	Multimedia Projector Computers VIPP cards, Posters, Markers
2	60 min.	**Benefits of team and productive teamwork?** - What is team? - 6 key factors of teamwork - 8 characteristics of productive teamwork	Large-group games Small-group games Pair-group brainstorming Individual work Learning debriefing Question-answer	Game's props flip-chart, Marker, Posters, VIPP cards
3	30 min.	**Self-assessment** - Am I a good team player? - How to be an accepted team player?	Individual work Large-group games & discussion	Self-assessment sheet, Flip-chart, Marker, Projector
4	60 min	**Roles of team members & team leaders in 4 stages of a team growth** - Forming, storming, norming and performing stages	Large-group and small group games Learning debriefing Question-answer	Game's props flip-chart, Marker, Posters, VIPP cards
5	40 min.	**Barriers to team bonding** - Why and how to overcome unclear objectives, conflicts, confusions in roles and responsibilities that create barriers?	Individual work Large-group games Small-group work and presentation Learning debriefing	Game's props flip-chart, Marker, Posters, VIPP cards, Projector
6	40 min.	**Barriers to team bonding** - Why and how to overcome grouping, blaming, unacceptance, negative attitude, behavior, languages that reason for lowering team spirits?	Individual work Large-group games Small-group work and presentation Learning debriefing	Game's props flip-chart, Marker, Posters, VIPP cards, Projector

7	50 min.	**Creating high performing and productive team** - Success vs. Survive: change is the key to success - Techniques to offer friendly feedbacks - How to accept differences and build trusts among the team members	Large-group activities, games Small-group discussions Learning debriefing Question-answer	Game's props flip-chart, Marker, Posters, VIPP cards, Projector
8	50 min.	**Creating high performing and productive team** - Ways to create openness among the team members - Techniques to create the positive attitude, behavior and language of a productive team - Together Everyone Achieves More (TEAM)	Large-group activities, games Small-group discussions Learning debriefing Question-answer	Game's props flip-chart, Marker, Posters, VIPP cards, Projector
9	10 min.	**Recap and closing**	Participants' reflections, comments	--

Submitted by

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