

SAMPLE COURSE PLAN: “TEAM BUILDING”

TIME	ACTIVITY	ASPECTS DEALT	ACHIEVEMENTS
0900 Hrs	Prayer introduction	Introduction of Faculty & self introduction by participants Introduction on nmcQC mission & Vision	Each understands the other. Participant’s expectation is known
09 15	START Distribute course material after the questions. TERMINAL OBJECTIVE ENABLING OBJECTIVES	<p>“How many of you are assigned right now to some sort of team at your workplace/ Institution ?” (list sample teams on board)</p> <p>“How many of you are satisfied with the performance of your team?”</p> <p>“List out the problems associated with working in a team.”</p> <p>“List out the benefits of working in a team.”</p> <p>At the completion of this course, you will be able to apply aspects of the team approach.</p> <ol style="list-style-type: none"> 1) You will be able to describe when & why to build a team 2) You will be able to list three things that team members need to be successful 3) You will be able to monitor three stages of team development 4) You will be able to recognize a high performance team <p>You’re going to participate in a situation that requires teamwork. <i>Any questions before we begin?</i></p>	The Participant’s awareness level is studied
10 00Hrs	ON THE CONTENTS AND AWARENESS ON SUPPORTIVE SKILLS INTRODUCTION ON QUALITY & “QUALITY IS FREE” FEW TIPS FOR PRODUCTIVITY	<p>Starting with the basics which warrant “Teaming for results” before entering Teambuilding aspects, lessons and discussions.</p> <p>The entire course will be interactive and will carry suitable examples at appropriate areas.</p> <p>Participants will be given small questioners depending on the needs of their understanding</p> <p>Starting with the class room/ institutional activities, finally the discussions will move and end up by explaining the essential situations in Industrial set ups. “ What is Quality? ” “ What is Productivity? ”</p>	Participant’s will get an awareness on how other skills are related and important to successfully implementing the teamwork effectively
10 30 Hrs	DETAILED DISCUSSIONS ON COURSE	<p>When & why should you build a team?</p> <p>What are three things that team members need to be successful?</p> <p>Does anyone have an example of a team that needed one of these items but was unable to obtain it?</p> <p>Who has an example of when all these items were provided, and the team was then successful?</p> <p>Entire course will be generally handled by minimum two or three experienced faculties collectively</p>	By roping the Participants for discussions and asking questions. their presentation, partici- pative and public speaking abilities are brought out
1100 Hrs		10-minute break for tea	
	CLOSE	<p>Did you have a problem that requires diverse skills/talents?</p> <p>Did your group work as a team?</p> <p>Now we’ll go back to the bicycle company and see how their teams are doing.</p>	<p>nmc QC CHENNAI 044-26383005</p>
1245Hrs		45-minute break for lunch Informal Chats and short analysis by faculty over participants’ interests	

		SAMPLE COURSE PLAN : “TEAM BUILDING” (Contd.)	
1330 Hrs	RESET What Is A Team ? How Teams Work Best ? Developing A Team Educational Team Industrial Team Types Of Team	“We’ve been talking about aspects of the team approach.” “ What are the types of teams? ” “ What are essentials for a team to be successful? “ Before we go further a gist on what we have so far dealt.	The Participants gain Knowledge & Experience the Power of Teamwork
1400 Hrs	Important Team Roles Characteristics Of A Good Team Characteristics Of A Good Team Member What Is Teambuilding? Characteristics Of A Good Teambuilding Steps To Teambuilding	Important Team Roles Characteristics Of A Good Team Characteristics Of A Good Team Member What Is Teambuilding? Characteristics Of A Good Teambuilding Steps To Teambuilding	The Participants gain Knowledge & learn various characteristics of Teamwork
1530 Hrs		10-minute break for tea	
1540 Hrs		The Common Goal Implementation Pitfalls Benefits Of Teambuilding How Teambuilding Can Help You ?	The Participants gain Knowledge & learn various pitfalls in developing Teamwork
1645 Hrs	ACTIVITY-1	Carry out an exercise which requires teamwork – 20 minutes – GROUP TASK	Participants participative and leadership qualities will emerge
	ACTIVITY-2	Conduct SMART goal training – Specific – Measurable – Achievable – Realistic – Time-phased	
1710 Hrs		Conclusion And Feedback	Participants feedback on course effectiveness
1730 Hrs	CLOSING	Team Building is not something that you can master in a classroom setting. We would like you to develop assignments that would provide a chance to practice the things we’ve talked about today. But from what we have heard, you have plenty of situations in your professional and personal lives to put this into practice, <i>so please do so!</i> Remember that every situation can be a learning experience if you commit yourself! “GOOD LUCK in every walk of life, and We hope to see you again in the future in your own industry.”	