

Team Building:

A Central Skill

**Team Building: An outline
program and diagnostic
exercise**

Outline Team Building Program

- This outline for team building publication will help you and your group form a team.

Outline Team Building Program

- It deals with:
- **Goal setting.** Individuals in a team must understand and accept the goals of the group and the organization.
- **Role setting.** Team members must know what others expect from them. Ambiguity in role expectations produces stress and hampers performance.

Outline Team Building Program

- **Procedures.** All team members must know how to get work done together (e.g. decision making, problem solving, time management and conflict management / resolution.)
- **Relationships.** Put simply, people who like and respect each one another usually work together more effectively, than people who do not.

Outline Team Building Program

- This step-by-step outline help you and your team members clarify and achieve these key variables. The step-by-step outline begins at ground zero and assumes you have little or no knowledge of team building concepts.
- The publication is self contained and formalizes the steps, concisely and clearly, you need to conduct a consultative team building process.

Outline Team Building Program Steps

- The following steps are elaborated on in the publication.
- **Preparation.** The preparations you need to undertake before you assemble your team members including inter alia, setting the agenda and the aids you will need during your team building sessions.

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- **Introduction.** Helps you introduce the concepts of team building to your team members, the purpose of team building, definitions you may need, selecting discussion topics, and setting SMART goals for the exercise.

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- **Diagnostic Assessment.** The course includes a diagnostic assessment process for each team member to score, which you will be able to summarize for the group. This will define areas important to individuals and the group as a whole in terms of interactions and tasks.

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- **Discussion.** The dimensions covered in the diagnostic assessment are discussed so that you will be able to facilitate team building in your organization (or clients) with authority. This section will enable you to undertake the exercise with a high probability of getting to the *root problems* that are holding back your team.

Outline Team Building Program Steps

- **Solution Finding.** The exercise will have in all probability yielded areas of weakness and sources of dissatisfaction, with potential for improvement. Consult with your team to develop mutually acceptable solutions based on acceptance of organizational goals.

Outline Team Building Program Steps

- **Monitoring Progress.** Most important! You have identified the problems, found solutions, now you need to implement them! Without follow-up, monitoring and delegation of responsibility your efforts will not yield the result you wanted.

Outline Team Building Program Steps

- You will have immediate access and can start planning for a successful contribution to productivity and team work in your organization, the very next day!