

Accelerating Team Productivity™ 16 Hour Workshop



Today's teams are expected to produce more than ever before, faster than ever before. Leaders are faced with the dilemma of developing enhanced teamwork along faster and faster timelines. As a result, this workshop is designed to help leaders focus teams on key results and outputs, build energy and momentum toward achieving goals, negotiate on their team's behalf, and handle difficult dynamics within a team that impact performance.

Content & Outcomes

Building Team Pride and Purpose 4 hours

This module provides team leaders with the principles and skills that instill high degrees of pride and purpose in their teams. It explores today's workplace challenges and the need for accelerating performance through teamwork.

Participants in this program will learn how to:

- ✓ Provide a context for collaboration
- ✓ Review the team's goals
- ✓ Highlight team strengths and accomplishments
- ✓ Generate ideas for meeting goals
- ✓ Agree on strategies to move forward
- ✓ Provide ongoing support

Developing Team Agility: Day-to-Day Tools 4 hours

This module focuses on the strategies team leaders can use and actions they can take to build high levels of team agility: quickness, flexibility, and adaptability.

Participants focus on three agility areas to help accomplish this:



achieveglobal



Authorized AchieveGlobal Distribution Partner:

Contact: **Lisa Jean Smith**

507-793-2879 or 612-419-0571

learningjourney@roundlk.net

Focusing Team Effort

- Setting Team Boundaries
- Establishing Ground Rules
- Measuring Your Team's Contribution
- Clarifying Team Roles and Responsibilities
- Quick Start Survey

Learning Just-in-Time

- Learning from Mistakes
- Recognizing What's Going Well
- Developing a Hand-off Plan
- Status Check Meeting
- Team Self-Evaluation
- Peer Coaching
- Best Practice Networking

Staying Informed

- Senior Management Message
- Contracting with Your Sponsor or Champion
- Customer Dialogue
- What's the Latest

Resolving Conflicts Within Your Team 4 hours

This module focuses on handling tricky situations that often develop among and between team members. It provides the skills and tools for team leaders to intervene directly or to support team members in addressing these situations on their own.

At the end of this session, participants will be able to:

- ✓ Describe the issue
- ✓ State the impact on results
- ✓ Invite an open exchange of reactions
- ✓ Invite suggestions for ways to proceed
- ✓ Gain agreement on next steps

Negotiating Resources for Your Team 4 hours

This module provides participants with the negotiating skills they need to secure resources for their teams. Further, participants learn to negotiate solutions that work for all parties involved.

At the end of this module, participants will be able to:

- ✓ Describe the need and its merits
- ✓ Explore the other person's viewpoint
- ✓ Summarize mutual benefits
- ✓ Explore multiple options
- ✓ Agree on next steps
- ✓ Follow up with all involved

**achieveglobal**

Building Team Pride and Purpose™

Purpose

The purpose of this module is to help participants instill pride and purpose in their teams.

Process

During the module, participants complete a variety of individual and group activities, skills practices, video segments, and large group discussions that explore the following topics:

- Elements involved in building team pride
- Key actions for building team pride and purpose
- Planning and practicing how to build team pride and purpose
- Action planning

Payoff

At the end of the module, participants will be able to:

- Recognize the roles team pride and purpose play in accelerating team productivity.
- Identify actions that build pride within individuals and groups.
- Demonstrate a set of key actions for building a sense of purpose within a team.
- Communicate team goals compellingly to inspire commitment.

Key Content

The Key Actions for Building Team Pride and Purpose

1. Provide a context for collaboration.
2. Review the team's goals.
3. Highlight team strengths and accomplishments.
4. Generate ideas for meeting goals.

Typical Time Investment

Time commitment Varies. Please discuss with your certified AchieveGlobal facilitator, or the authorized Distribution Partner. (4 Hours)



achieveglobal



Authorized AchieveGlobal Distribution Partner:

Contact: **Lisa Jean Smith**

507-793-2879 or 612-419-0571

learningjourney@roundlk.net

Developing Team Agility: Day-to-Day Tools™

Purpose

The purpose of this module is to provide participants with strategies and actions for building high levels of team agility: Quickness, flexibility, and adaptability.

Process

During the module, participants complete a variety of individual and group activities, skills practices, video segments, and large group discussions that explore the following topics:

- Factors that impact team agility
- Tools to focus team effort on goals and outcomes
- Tools to leverage just-in-time learning for adaptability and speed
- Tools to stay informed of new data and perspectives that impact the team's work
- Strategic application of tools to develop agility
- Action planning

Payoff

At the end of the module, participants will be able to:

- Develop team agility through day-to-day behaviors and actions.
- Identify when to apply strategies and tools to enhance agility and improve results.
- Select and use agility tools to:
 - Focus team effort and energy.
 - Help team members quickly gain new skills and knowledge.
 - Help the team stay current on information needed to produce results.

Key Content

Day-to-Day Tools:

- *Focusing Team Effort Tools:* To ensure that team effort and energy are combined into a unified, powerful force aimed at attaining results.
- *Learning Just-In-Time Tools:* To expand team abilities in less formal settings to keep pace with today's steep learning curve.
- *Staying Informed Tools:* To help keep teams current on the information they need to produce results.



achieveglobal

Typical Time Investment

Time commitment Varies. Please discuss with your certified AchieveGlobal facilitator, or the authorized Distribution Partner. (4 Hours)



Authorized AchieveGlobal Distribution Partner:

Contact: **Lisa Jean Smith**

507-793-2879 or 612-419-0571

learningjourney@roundlk.net

Negotiating Resources for Your Team™

Purpose

The purpose of this module is to provide participants with the negotiation skills they need to secure resources for their teams.

Process

During the module, participants complete a variety of individual and group activities, skills practices, video segments, and large group discussions that explore the following topics:

- Day-to-day behaviors for negotiating success
- Key actions for negotiating resources for their team
- Planning for a productive exchange
- Exploring options
- Practicing the negotiation conversation
- Closing the loop with their team
- Action planning

Payoff

At the end of the module, participants will be able to:

- Identify resources that require negotiated solutions.
- Identify day-to-day strategies for building and nurturing strong networks.
- Distinguish between another person's position and his or her underlying interests.
- Demonstrate a set of key actions for negotiating resources on behalf of their teams.

Key Content

The Key Actions for Negotiating Resources for Your Team

1. Describe the need and its merits.
2. Explore the other person's viewpoint.
3. Summarize mutual benefits.
4. Explore multiple options.
5. Agree on next steps.
6. Follow up with all involved.

Typical Time Investment

Time commitment Varies. Please discuss with your certified AchieveGlobal facilitator, or the authorized Distribution Partner. (4 Hours)



achieveglobal



Authorized AchieveGlobal Distribution Partner:

Contact: **Lisa Jean Smith**

507-793-2879 or 612-419-0571

learningjourney@roundlk.net

Resolving Conflicts Within Your Team™

Purpose

The purpose of this module is to help participants resolve conflicts that hinder a team's ability to produce results.

Process

During the module, participants complete a variety of individual and group activities, skills practices, video segments, and large group discussions that explore the following topics:

- Team dynamics that negatively impact performance
- Key actions for resolving conflicts within their team
- Planning and practicing how to handle team conflicts
- Handling unproductive reactions
- Resolution options
- Supporting team member-led resolutions
- Action planning

Payoff

At the end of the module, participants will be able to:

- Identify behaviors that can fragment a team and negatively impact productivity.
- Demonstrate a set of key actions for resolving conflict within a team.
- Successfully manage unproductive reactions when dealing with team issues.
- Determine when leader-led or team member-led resolutions are most appropriate.
- Describe how to support team members who choose to address conflict themselves.

Key Content

The Key Actions for Resolving Conflicts Within Your Team

1. Describe the issue.
2. State the impact on results.
3. Invite an open exchange of reactions.
4. Ask for suggestions on ways to proceed.
5. Gain agreement on next steps.



achieveglobal

Typical Time Investment

Time commitment Varies. Please discuss with your certified AchieveGlobal facilitator, or the authorized Distribution Partner. (4 Hours)

Authorized AchieveGlobal Distribution Partner:

Contact: **Lisa Jean Smith**

507-793-2879 or 612-419-0571

learningjourney@roundlk.net

