

## **Table of Content**

### **Topic: Team Building**

**Duration: 2 days (16 hours)**

**Target Audience: Team Leaders, supervisors, technicians and Individual Contributors**

#### **Day 1: Foundations of Team Building**

##### **1. Introduction to Team Building**

- Overview and Objectives of the Program
- Importance of Teamwork in the Workplace
- Characteristics of High-Performing Teams

##### **2. Understanding Team Dynamics**

- Stages of Team Development (Tuckman's Model: Forming, Storming, Norming, Performing, Adjourning)
- Identifying and Managing Team Roles (Belbin's Team Roles)
- Recognizing and Leveraging Individual Strengths

##### **3. Effective Communication in Teams**

- Principles of Open Communication
- Active Listening Techniques
- Giving and Receiving Constructive Feedback

##### **4. Collaboration and Problem Solving**

- Fostering Collaboration Across Different Roles
- Tools and Techniques for Collaborative Problem Solving
- Case Study: Solving a Workplace Challenge Together

##### **5. Teamwork Activities and Icebreakers**

- Interactive Team Building Exercises
- Reflection on Team Interaction Styles

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#### **Day 2: Advanced Team Building Skills and Strategies**

##### **6. Leadership in Team Building**

- Role of Leaders and Supervisors in Team Development

- Coaching and Mentoring Team Members
- Encouraging Initiative and Ownership

## **7. Managing Conflict in Teams**

- Identifying Sources of Conflict
- Strategies for Resolving Disputes Effectively
- Turning Conflict into Growth Opportunities

## **8. Building Trust and Psychological Safety**

- Importance of Trust in Teams
- Techniques to Build and Sustain Trust
- Creating an Inclusive Environment for Psychological Safety

## **9. Setting Team Goals and Measuring Success**

- Defining Clear Objectives and Expectations
- Tools for Tracking Progress and Celebrating Achievements
- Aligning Team Goals with Organizational Objectives

## **10. Continuous Improvement in Team Building**

- Strategies for Maintaining Momentum
- Developing a Team Culture of Learning and Growth
- Action Planning: Applying Learning to Real-World Scenarios

## **11. Wrap-Up and Feedback**

- Recap of Key Learnings
- Participant Reflections and Feedback