

Teams: Roles and Responsibilities

This module includes a variety of activities that have participants analyze characteristics, myths, and roles of team members. Awareness and perceptions will be called into question. Team members' roles will be clarified and the team's health will be assessed. An action plan will be completed to enhance implementation of the learning experienced in this module.

Objectives

- ★ List the characteristics of effective team members.
- ★ Identify the roles and responsibilities found within teams.
- ★ Experience the effect of awareness and perception on team effectiveness.
- ★ Clarify roles and responsibilities on the team.
- ★ Identify the steps to enhance your team's performance.

Training Time

- ★ 8:00 AM - 11:55 AM or
- ★ 8:00 AM - 12:15 PM, if facilitated for an intact work team

Attendees

Teams, especially powerful for intact work teams

Recommended class size

6 - 30 participants

Recommendations

None

Requirements

None

Investment

\$5,000. In other words, if you have 150 participants, it would cost \$33 per participant. You can do your own calculations to determine the actual price per participant for your needs: 250 participants = \$20 each; 500 participants = \$10 each.

This investment includes the Instructor/Facilitator Guide and Participant Guide. It may also include handouts, case studies, job aids, PowerPoints, wallet cards, and scenarios. The documents may be provided in Word and/or PowerPoint so that you may customize them to meet your needs.

Unlike other companies, you do NOT need to take certification classes before you can purchase and use the material. We can help you train your trainers, but that is not a requirement for purchase. Once you purchase the material, it is yours to use as you wish throughout your organization, as many times as needed, by as many trainers as necessary.

Would you like a sample of a complete Module? Check out our [Business Ethics Module](#).

Note: 8:00-12:15, if facilitated for an intact work team

Session 1 (105 minutes)

Welcome

Newspaper Ad Introduction

Characteristics of Effective Team Members

Blind Leading Activity

Myths vs. Truisms

Team Roles

Awareness

Break

Session 2 (75/95 minutes)

Perception

Spirited Role Clarification

Break

Session 3 (55 minutes)

Your Team's Health

Guidelines

Team Member Assessment Action Plan

Wrap Up with Web activity