

# Teams: An Introduction

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After an intense, dynamic, and fun Survival Simulation, participants will discuss past and present team successes. Team communication will be addressed, followed by another quick activity emphasizing the need to work as a team. A questionnaire and action plan will be completed.

## Objectives

- ★ Experience team dynamics in a Survival Simulation.
- ★ Define “team.”
- ★ Identify elements from successful and unsuccessful team experiences.
- ★ Recognize the elements necessary for effective team communication.
- ★ Introduce the benefits of using teams.
- ★ Evaluate your team communication.

## Training Time

8:00 AM - 12:05 PM

## Attendees

Teams, especially powerful for intact work teams

## Recommended class size

6 - 30 participants

## Recommendations

None

## Requirements

- ★ Human Synergistics video or DVD
  - ★ Human Synergistics Participant Booklets.
- A Trainers Kit includes 25 Participant Booklets, 1 Video or DVD, 1 Leader’s Guide, and 5 Observer’s Guide. Contact Human Synergistics at [www.humansyn.com](http://www.humansyn.com) or 800-622-7584.

## 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.

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

**Session 1 (95 minutes)**

Welcome

Survival Simulation

Break

**Session 2 (85 minutes)**

Introduction

Past and Present Stories of Team Success

Break

**Session 3 (65 minutes)**

Team Communication

The Shape of Teams to Come

Benefits of Teams

Action Plan

Team Curriculum

Wrap Up

# Teams: Roles and Responsibilities

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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

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**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

# Team Leadership

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After discussing the characteristic of effective leaders, leadership will be defined. Leadership roles will be introduced, followed by a discussion of leadership and followership. Participants will complete Inscape's *Dimensions of Leadership Profile* and afterwards they will discuss and analyze the results and their implications. After a quick, yet powerful, activity, participants will be involved in an application activity, followed by tips and action plans.

## Objectives

- ★ Identify characteristics of effective team leaders.
- ★ Define leadership and followership.
- ★ Identify team leadership roles.
- ★ Discover your focus of attention and dimensions of leadership.
- ★ Apply the information to your team's situation.

## Training Time

8:00 AM - 12:00 PM

## Attendees

Teams, especially powerful for intact work teams

## Recommended class size

6 - 30 participants

## Recommendations

None

## Requirements

Inscape's *Dimensions of Leadership Profile*. Contact Jessica Selasky at 513-336-9194 or [www.confidencebuilders.com](http://www.confidencebuilders.com).

## Investment

\$1,000. In other words, if you have 150 participants, it would cost \$7 per participant. You can do your own calculations to determine the actual price per participant for your needs: 250 participants = \$4 each; 500 participants = \$2 each.

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**Session 1 (105 minutes)**

Welcome

Introductions

Leadership Defined

Leadership Roles

Leadership as a Relationship

Self-Assessment

Break

**Session 2 (45 minutes)**

Attention Graph

Dimensions of Leadership

Break

**Session 3 (90 minutes)**

Leaders versus Followers

Mirror Activity

Action Cycle

Application

Tips and Action Plan

Wrap Up

# Creating Effective Teams

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Balloons will be the theme that challenges participants to analyze the steps necessary for creating effective teams. Values will be defined for both the individual and the team. An action plan will be developed so participants can “rise up” to make their teams more effective.

## Objectives

- ★ Explore the steps for creating effective teams.
- ★ Practice creating each step.
- ★ Evaluate your team’s progress in fulfilling each step.

## Training Time

8:00 AM - 12:45 PM

## Attendees

Teams, especially powerful for intact work teams

## Recommended class size

6 - 30 participants

## Recommendations

None

## Requirements

None

## Investment

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## **Session 1 (95 minutes)**

Welcome

Balloons Introduction

Steps

Mission Statement

Vision Statement

Break

## **Session 2 (85 minutes)**

Team Values

Value Cards Activity

Break

## **Session 3 (105 minutes)**

Expected Results

Strategies and Tactics

Team Roles and Responsibilities

Team Standards, Norms, and Expectations

Tower of Baballoon

Action Plan

Wrap Up

# Stages of Team Development

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After an introduction activity that illustrates one of many issues that impacts teams, participants will be organized into teams to build a “device.” Stages of team development will be “presented” and discussed. Participants will create an action plan to assist their team’s movement through the stages of team development.

## Objectives

- ★ Experience the different stages of team development.
- ★ Recognize the common questions, behaviors, issues, and activities as well as the role of the team leader in each stage.
- ★ Identify and evaluate your team’s stage.

## Training Time

8:00 AM - 12:00 PM

## Attendees

Teams, especially powerful for intact work teams

## Recommended class size

8 - 30 participants

## Recommendations

None

## Requirements

Mega Blok ProBuilder Dune Racer 9763. The class requires approximately 10 sets. Contact Mega Blok at [www.megabloks.com](http://www.megabloks.com) or 800-465-mega.

## 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.

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Welcome

Switch

Lego Activity

Stages of Team Development

Action Plan

Wrap Up

\* Breaks are within the activities

# Team Meetings

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After discussing what makes meetings *ineffective*, participants will immediately be immersed into a team meeting role play – different than most role play experiences. Participants will then be introduced to the steps that can be taken to create effective team meetings. A variety of activities will be included in the discussion of the steps and the implications that affect team meetings. Participants will complete an action plan focusing on the changes necessary to make their future meetings more effective.

## Objectives

- ★ Understand the importance and benefits of conducting effective meetings.
- ★ Implement the steps to create successful meetings.
- ★ Practice the team leader's and team members' roles for enhancing meetings.

## Training Time

8:00 AM - 2:50 PM

## Attendees

Teams, especially powerful for intact work teams

## Recommended class size

6 - 30 participants

## Recommendations

None

## Requirements

None

## Investment

\$8,000. In other words, if you have 150 participants, it would cost \$53 per participant. You can do your own calculations to determine the actual price per participant for your needs: 250 participants = \$32 each; 500 participants = \$16 each.

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### **Session 1 (100 minutes)**

Welcome

Team Meetings Introduction

Team Meeting Role Play

Steps For Effective Team Meetings

Step 1 – Purpose and Expected Results

Step 2 – Agenda

Break

### **Session 2 (75 minutes)**

Step 3 – Open the Meeting

Step 4 – Discuss Completely

Break

### **Session 3 (105 minutes)**

Step 5 – Keep Focused

Step 6 – Show Appreciation

Step 7 – Summarize and Follow Up

Lunch

### **Session 4 (70 minutes)**

The Best Kind of Meetings

Team Leaders and Members

Communication Patterns

Break

### **Session 5 (60 minutes)**

Team Meeting Role Play Revisited

Tips and Action Plan

Wrap Up

# Conflict Management for Teams

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After a quick, but powerful, activity, conflict will be defined along with its causes, outcomes, and choices. A conflict video will introduce participants to the *Thomas Kilmann Conflict Mode*, which will result in a more detailed review and quiz. After discussing some conflict scenarios, participants will be shown the steps to resolving team conflict through a game-type activity. Emotional behavior and its impact will be “played” out and the steps used to deal with emotional behavior will be shared. Participants will create an action plan detailing how they will apply the skills and will be given some tools to assist in this process.

## Objectives

- ★ Learn what conflict is.
- ★ Recognize the “cues” and “signals” that indicate conflict between team members is affecting the team’s performance.
- ★ Better understand team members’ roles in conflict situations.
- ★ Acquire and practice the skills necessary to effectively solve conflict situations and deal with emotional behavior.

## Training Time

8:00 AM - 4:20 PM

## Attendees

Teams, especially powerful for intact work teams

## Recommended class size

6 - 30 participants

## Requirements

- ★ *Dealing with Conflict* video or DVD
  - ★ *Thomas-Kilmann Conflict Mode Instrument*
- Contact CRM Learning at [www.crmlearning.com](http://www.crmlearning.com) or 800-421-0833.

## Investment

\$10,000. In other words, if you have 150 participants, it would cost \$67 per participant. You can do your own calculations to determine the actual price per participant for your needs: 250 participants = \$40 each; 500 participants = \$20 each.

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## **Session 1 (95 minutes)**

- Welcome
- Resistance Introduction
- Definition of Conflict

Break

## **Session 2 (105 minutes)**

- Causes and Outcomes of Conflict
- Choices
- Conflict Video
- Thomas Kilmann Conflict Mode

Break

## **Session 3 (90 minutes)**

- Conflict Quiz
- Conflict Scenarios

Lunch

## **Session 4 (100 minutes)**

- Steps for Resolving Team Conflict
- Conflict Between Others
- Conflict Tips

Break

## **Session 5 (80 minutes)**

- Dealing with Emotional Behavior

Break

## **Session 6 (30 minutes)**

- Conflict Management Preparation Application
- Conflict Tools
- Wrap Up

# Creativity in Innovation or In*Creativity*novation

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After several quick creativity activities, participants will delve into the need for diversity in teams using *QuikDiSC*. The use and function of brainstorming will be examined. Participants will be introduced to the diverge/converge model. Storyboarding, I-Power, and the Good Things Report will be discussed. Several activities will round out the module.

## Objectives

- ★ Provide opportunities to think out-of-the-box.
- ★ See where creativity fits in the decision making process.
- ★ Determine the value of diversity in creativity.
- ★ Provide ideas and tools for generating creativity when working alone or with a team.
- ★ Be aware of the sources of creative blocks.

## Training Time

8:00 AM - 12:40 PM

## Attendees

Teams, especially powerful for intact work teams

## Recommended class size

6 - 30 participants

## Recommendations

None

## Requirements

- ★ Inscape's *QuikDiSC* per 21 participants. Contact Jessica Selasky at 513-336-9194 or [www.confidencebuilders.com](http://www.confidencebuilders.com).
- ★ Roger von Oech's cards, *Creative Whack Pack*. Go to [www.amazon.com](http://www.amazon.com) to purchase the materials.

## 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.

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**Session 1 (115 minutes)**

Welcome  
Diversity in Creativity Introduction  
Diverge/Converge Model  
Brainstorming

Break

**Session 2 (80 minutes)**

Brainteasers  
More Creative Ideas  
Storyboards  
I-Power Meetings  
Good Things Report  
Creative Blocks  
Status Scene

Break

**Session 3 (85 minutes)**

More Brainteasers  
Nail Exercise  
You and Creativity  
Creativity Tips  
Application  
Wrap Up

# Creative Whack

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Participants will decide if they are creative and then work their way through von Oech's mental locks to determine what areas need to be "released." A variety of fun, quick, and applicable activities will be used in each of the areas. Late in the module, participants will be introduced to von Oech's *Creative Whack Pack* and have an opportunity to do a creative activity.

## Objectives

- ★ Provide the keys to "unlock" your "mental locks."
  - ★ Enhance your creativity by using von Oech's cards.
- Based on Roger von Oech's book, *A Whack on the Side of the Head*.

## Training Time

- ★ 11:30 AM - 1:35 PM or
- ★ 2 one-hour sessions or
- ★ 8:00 AM - 12:20 PM, by facilitating additional exercises

## Attendees

Teams, especially powerful for intact work teams

## Recommended class size

6 - 30 participants

## Recommendations

None

## Requirements

Roger von Oech's book, *A Whack on the Side of the Head*, and cards, *Creative Whack Pack*. The number required for the module will vary with the number of participants; so, you will only need one book and at least one pack of cards, depending on the size of the group. Go to [www.amazon.com](http://www.amazon.com) to purchase the materials.

## Investment

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**Note:** 2 one-hour sessions; 8:00-12:20, by facilitating additional exercise

Introduction with “Are you creative?”

Mental Locks:

The Right Answer with figures

That’s Not Logical with soft and hard words

(Add metaphor activity-15)

Follow the Rules with patterns

(Add sacred cows – 20; elimination 10)

Be Practical with “what if”

(Add “what if” activity – 5)

Play is Frivolous with humor

(Add fun in workplace – 10)

That’s Not My Area

(Add pair activity – 10; explore new ideas – 10)

Avoid Ambiguity with oracle

(Add dream activity – 15)

Don’t Be Foolish with fool approach

(Add quote activity – 20)

To Err is Wrong with failure

I’m Not Creative

(Add creative idea activity – 20)

Whack on the Other Side of the Head

Whack Pack

Whack Pack Practice

Wrap Up

# Creativity: Yes, You Have It!

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This module focuses on showing and/or reminding all participants that they are creative. You'll participate in a variety of fun activities, where you will experience and determine the elements that provide creative results. If you have any "cents" and want to have fun while you learn, this is the module for you.

## Objectives

- ★ Participate in creative activities.
- ★ Experience and uncover the elements that provide creative results.
- ★ Develop an action plan that encourages you and others to be more creative in your work.

## Training Time

8:00 AM - 12:30 PM

## Attendees

Teams, especially powerful for intact work teams

## Recommended class size

6 - 30 participants

## Recommendations

None

## Requirements

None

## Investment

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**Session 1 (100 minutes)**

Welcome and Introductions  
Creativity and Problem Solving  
Creativity  
Save the Penny Activity  
Sensory Expansion Activity

Break

**Session 2 (80 minutes)**

Visualization Activity  
Idea Selection and Refinement Activity  
Creativity Building Tips

Break

**Session 3 (90 minutes)**

Vacation Activity  
More Creativity Building Tips  
More Creativity  
Action Plan  
Wrap Up

# Collaborative Innovation

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Be immersed in innovation by hearing about concepts that made it to implementation and clearly impacted our lives. After discussing the “why” and “ways” of embracing innovation, participants will take a quiz about myths and realities. Characteristics of innovative people will lead the group into the focus of the class – innovation roles. Additional understanding will result from looking at examples, differences, situations, and interactions. The activities will assist participants in taking action to ensure their teams encompass the roles needed for collaborative innovation.

## Objectives

- ★ Identify your most comfortable role in a team during the innovative process.
- ★ Develop strategies that will help you work with a team to move innovative concepts through implementation into an actual innovation.
- ★ Create an action plan to more effectively and efficiently move you, your team, and/or your organization through the innovative process.

## Training Time

- ★ 8:00 AM - 12:00 PM

## Attendees

Teams, especially powerful for intact work teams that need to produce a specific output

## Recommended class size

6 - 30 participants

## 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.

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**Session 1 (85 minutes)**

Welcome

Introduction

Embracing Innovation

Myths versus Reality

Characteristics of Innovative People

Lone Ranger

Break

**Session 2 (75 minutes)**

Innovation Roles

Role Examples

Dealing with Differences

Break

**Session 3 (80 minutes)**

Innovation Situations

Innovation Role Activity

Team Interactions

Action Plan

Wrap Up

# Innovation: You and the Environment

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This “catch all” module focuses on the miscellaneous aspects that did not seem to fit in the other team modules – yet are important to team success. You’ll review tips to determine the best environment to get the most out of your team. See where you and your team are in the innovative process and be reminded of a myriad of other elements to consider.

## Objectives

- ★ Understand the importance of innovation.
- ★ Identify the environmental elements necessary for creativity and innovation to thrive.
- ★ Determine your role in enhancing the innovative environment.
- ★ Create an action plan that facilitates a more workable and innovative environment.

## Training Time

8:00 AM - 12:00 PM

## 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.

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**Session 1 (95 minutes)**

Welcome

Introduction with Appealing Environment

Innovation

Attention Quiz

Elements of an Innovative Environment

Business Strategy

Organization and Team Values

Fun and Celebration

Break

**Session 2 (85 minutes)**

Customer Focus

Resources and Tools

Performance Measures

Rewards and Recognition

Win As Much As You Can

Boundarylessness

Break

**Session 3 (60 minutes)**

Management and Leadership

You in the Innovative Process

Evaluation and Action Plan

Wrap Up