

€ TRAINING

Building Skills for Working in Teams



4 - 8 November 2024
Madrid (Spain)



Building Skills for Working in Teams

REF: Z131 DATE: 4 - 8 November 2024 Venue: Madrid (Spain) - Fee: 5300 Euro

Introduction:

This training program is designed to equip participants with the necessary skills to thrive in collaborative environments. By igniting passion and activating the potential within teams, the program seeks to enhance productivity, innovation, and overall team performance.

Program Objectives:

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

- Study effective team operations.
- Analyze effective communications strategies.
- Understand how to give and receive effective feedback.
- Consider effective team dynamics and decision making.
- Explore team problem solving and conflict resolution mechanisms.
- Examine time management and personal productivity.

Targeted Audience:

- Managers.
- Supervisor.
- Team leaders.
- Employees among all departments.

Program Outlines:

Unit 1:

Understanding Team Dynamics:

- Exploring the stages of team development from forming to performing.
- Identifying individual roles and responsibilities within a team.
- Understanding the importance of communication and collaboration.

- Addressing common challenges and conflicts that arise in team environments.
- Developing strategies for fostering trust and synergy among team members.

Unit 2:

Effective Team Communication:

- Enhancing active listening skills to improve team communication.
- Understanding different communication styles and preferences.
- Utilizing tools and techniques for clear and concise communication.
- Managing virtual team communication challenges.
- Facilitating effective team meetings and discussions.

Unit 3:

Building Trust and Collaboration:

- Establishing a foundation of trust within the team.
- Cultivating a culture of transparency and accountability.
- Encouraging open dialogue and constructive feedback.
- Strengthening team cohesion through shared goals and values.
- Implementing strategies for resolving conflicts and building consensus.

Unit 4:

Leveraging Diversity in Teams:

- Recognizing the value of diversity in team composition.
- Embracing diverse perspectives and experiences.
- Fostering an inclusive environment where everyone feels valued and respected.
- Leveraging cultural differences as strengths within the team.
- Developing strategies for managing diversity-related challenges and conflicts.

Unit 5:

Maximizing Team Performance:

- Setting clear goals and expectations for the team.
- Developing individual and team strengths through feedback and coaching.
- Implementing strategies for motivation and engagement.
- Monitoring and evaluating team performance against objectives.
- Continuously improving team processes and effectiveness through reflection and adaptation.