



BUILD YOUR TEAM

To help you to form productive teams
and to achieve the organizational
objectives.

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Program Overview

Building a strong and effective team is essential for achieving **organizational success**. High-performing teams foster **collaboration, innovation, and accountability**, driving greater productivity and engagement. However, team leaders often face challenges in **forming, developing, and managing teams effectively**.

This **4-hour interactive workshop** will equip participants with the **knowledge, tools, and strategies** to build, develop, and sustain high-performance teams. Leaders will learn **team formation principles, characteristics of effective teams, stages of team development, and how to manage different personalities** within the team.

Through **practical exercises, real-world case studies, and interactive discussions**, participants will gain actionable insights to **build cohesive teams that align with organizational goals**.

Program Objectives

By the end of this workshop, participants will be able to:

1. **Understand the Fundamentals of Team Building** – Define what a team is and identify the characteristics of high-performance teams.
2. **Develop Strategies to Build Effective Teams** – Learn how to structure teams, assign roles, and establish a strong foundation for collaboration.
3. **Navigate Team Development Stages** – Apply **Tuckman's Stages of Team Development (Forming, Storming, Norming, Performing, Adjourning)** to manage teams effectively.
4. **Manage Different Personalities within Teams** – Recognize various personality types and apply leadership flexibility to **leverage strengths and drive performance**.
5. **Foster a Positive and Productive Team Culture** – Use conflict resolution, open communication, and inclusive leadership strategies to **enhance teamwork and trust**.

Target Audience

This workshop is ideal for:

- **Supervisors & Team Leaders**
- **Managers & Department Heads**
- **HR Professionals & Organizational Development Specialists**
- **Anyone responsible for team management and performance improvement**

Workshop Agenda (4 Hours)

Module 1: Understanding Teams and High-Performance Characteristics

- **What is a Team?**
 - Definition and the role of teams in organizations.
 - Differences between groups and teams.
- **Characteristics of High-Performance Teams**
 - **Innovation & Creativity** – Encouraging new ideas.
 - **Adaptability & Flexibility** – Thriving in changing environments.
 - **Continuous Learning** – Promoting skill enhancement.
 - **Accountability** – Taking ownership of tasks.
 - **Resilience** – Overcoming challenges together.
 - **Celebration of Success** – Recognizing achievements to boost morale.
- **Activity:** Team Self-Assessment – Evaluating current team effectiveness.

Module 2: Building an Effective Team

- **Key Steps in Team Formation:**
 - **Defining Team Purpose (Goals)**
 - **Identifying Key Activities to Achieve Goals**
 - **Defining Required Knowledge, Skills & Expertise (KSE)**
 - **Selecting the Right People for the Team**
 - **Assigning Roles and Responsibilities**
- **Stages of Team Development (Tuckman's Model)**
 - **Forming:** Orientation and ice-breaking.
 - **Storming:** Managing conflicts and power struggles.

- **Norming:** Establishing team norms and trust.
- **Performing:** Achieving high levels of collaboration.
- **Adjourning:** Recognizing accomplishments and transition planning.
- **Interactive Group Exercise:** Applying Tuckman's Model to a real-life team scenario.

Module 3: Managing Team Dynamics & Dealing with Different Personalities

- **Why Teams Face Challenges (STORM Framework)**
 - **S** – Splintering (Lack of clarity on purpose).
 - **T** – Tangle (Unclear roles and responsibilities).
 - **O** – Objection (Leadership challenges).
 - **R** – Rivalry (Conflicting perspectives).
 - **M** – Mismatch (Interpersonal differences).
- **Recognizing Different Personality Types in Teams**
 - Logical Thinkers vs. Creative Thinkers.
 - Task-Oriented vs. People-Oriented Individuals.
 - Risk-Takers vs. Detail-Focused Personalities.
- **LEAD Framework for Managing Personalities:**
 - **Leverage Strengths:** Identify and maximize individual capabilities.
 - **Engage Team Members:** Encourage participation and collaboration.
 - **Acknowledge Differences:** Respect diverse work styles.
 - **Drive Performance:** Align strengths with organizational goals.
- **Team Role-Playing Activity:** Handling personality differences in a team setting.

Module 4: Creating a Collaborative and Productive Team Culture

- **Fostering a Team Spirit:** The single most important factor uniting teams.
- **Conflict Resolution Strategies:** Addressing disputes and maintaining team harmony.
- **Encouraging Open Communication and Feedback:**
 - **Creating psychological safety.**
 - **Using constructive feedback to improve performance.**
- **Promoting Inclusivity & Diversity in Teams:**
 - **Ensuring equal participation and engagement.**
 - **Valuing different backgrounds and perspectives.**
- **Building a Continuous Learning Environment:** Training and development for long-term success.
- **Team Building Exercises & Case Study Discussion.**

Wrap-Up & Action Planning

- **Summary & Key Takeaways:**
 - Reinforcing the principles of effective team building.
- **Personalized Team Development Action Plan:**
 - Participants outline **three concrete actions** they will implement to improve their teams.
- **Q&A and Final Reflections.**

Participant Assessment Methods

To ensure effective learning and application of team-building principles, the following assessments will be conducted:

1. **Team Self-Assessment (Module 1)**
 - Participants evaluate their current team's strengths and areas for improvement.
2. **Interactive Group Exercise (Module 2)**
 - Participants apply Tuckman's Team Development Model to analyze their team's stage and plan for improvement.
3. **Role-Playing & Case Study (Module 3)**
 - Participants practice managing different personalities and resolving conflicts within teams.
4. **Personalized Action Plan (Wrap-Up)**
 - Participants develop a **Team Development Action Plan** to apply workshop insights in their workplace.

Certification Requirements:

- **Active participation** in discussions, group exercises, and role-plays.
- **Successful completion of all interactive activities.**
- **Submission of a Team Development Action Plan.**

Participants who meet these requirements will receive a **Certificate of Completion** for "Build Your Team – Creating High-Performance Teams."

Delivery Methods:

- ☑ **Interactive Discussions & Case Studies** – Engaging participants with real-world challenges.
- ☑ **Role-Playing & Practical Exercises** – Hands-on learning to build team skills.
- ☑ **Group Activities & Assessments** – Ensuring practical application of concepts.
- ☑ **Action Planning** – Enabling participants to implement strategies in their teams immediately.

By the end of this **powerful and practical workshop**, participants will have the skills to **build, develop, and sustain high-performance teams that drive business success.**