



BUILD TEAMS TO ACHIEVE GOALS AND OBJECTIVES (2 DAYS)

THIS COURSE IS ACCREDITED TO UNIT STANDARD:

Title:	Build Teams to Achieve Goals and Objectives
Unit Standard ID:	252037
NQF Level:	5
Credit Value:	6

INTRODUCTION

We all know the saying that there is no “I” in “team”. This course will indicate how team members need to come together to thrive, how individuals thrive on praise and recognition and how a team leader needs to consult members in order to obtain their buy-in and maintain productivity.

Team roles will be studied in order to effectively utilise the strengths of the individuals in the team, while taking cognisance of team dynamics and team development in order to adapt individual leadership styles.

When studying the qualities of effective leaders, humility, how to treat team members and show value to their contribution to the work of the team will be explored.

After the course, delegates should be capable of:

- Demonstrating knowledge of and insight into the theory of teams and the importance of teams in workplace activities.
- Applying the theory of teams to team dynamics.
- Explaining the process of building teams.
- Analysing the role of team leader in promoting team effectiveness.
- Evaluating the effectiveness of a team and propose ways to improve team effectiveness.

COURSE CONTENT

Demonstrate Knowledge of and Insight into the Theory of Teams and the Importance of Teams in Workplace Activities

- Comparison of the characteristics of a team and team interaction to a group
- Unique roles and characteristics of teams
- The importance of teams for achieving workplace goals and objectives

Apply the Theory of Teams to Team Dynamics

- Explore the dynamics of teams by practical examples
- Analyse reasons for disagreements and conflict that could be disruptive

Explain the Process of Building Teams

- The steps linked to building a team
- Analysis of human behaviour driving the stages of team development

Analyse the Role of Team Leader in Promoting Team Effectiveness

- The team leader's role in improving team effectiveness
- How different leadership styles promote team effectiveness
- Promote trust, cohesion, creativity and productivity to constructively manage team dynamics

Evaluate the Effectiveness of a Team and Propose Ways to Improve Team Effectiveness

- Evaluate the functioning of a team against the characteristics of high-performance teams
- Improve team effectiveness via an action plan

TRAINING APPROACH

The primary objective of our training is to ensure that the knowledge acquired is applied successfully, adding real value and **making a visible difference to work performance** in the business environment. The courses have a strong focus on an outcomes based approach and are facilitated on a highly interactive basis encouraging active delegate participation using:

- | | |
|-------------------------------|-----------------------------|
| ▪ Role plays | ▪ Demonstrations |
| ▪ Break-away sessions | ▪ Questionnaires |
| ▪ Relevant business exercises | ▪ Discussion activities and |
| ▪ Presentation | ▪ Case studies |

High emphasis is placed on learning through 'doing' where learners are presented with real life and workplace case studies ensuring delegates develop knowledge and confidence to take their enhanced skills back into the business environment and apply them successfully. The group leaders are trained to create a comfortable atmosphere where delegates can evaluate themselves and their skills, generate ideas and solutions to problems and plan suitable growth in the workplace.

POST COURSE ASSISTANCE

“Contact the Coach” – Bridging Learning for Business Results

We offer a continued learning relationship providing **FREE** access to post course support to embed the knowledge gained. Our advisors are subject matter experts in each area of specialisation.



Delegates can “Contact the Coach” for support, information or assistance with additional questions regarding the application of theory covered during the course.

Personal Accountability & Commitment Plan

Kwelanga is determined to promote and encourage accountability and behaviour change once delegates return to the work place. A Personal Accountability & Commitment Plan is therefore included in each course presented.

Facilitators will guide delegates through the recording of action plan items and will encourage them to show their Personal Post Course Accountability & Commitment Plan to their up-line on their return to work so accountability is created. This tool will also be useful for monthly one-on-one development discussions.

On-Line Knowledge Hub

All delegates attending Kwelanga Training courses have **FREE** access to post course on-line resources. Up-to-date, convenient and easily accessible information, relevant to the programme attended, is available. Tools include case studies, articles, exercises and other valuable information which will reinforce course content and assist in transferring knowledge and skills to the workplace.



OUR COMMITMENT TO YOU ...

Kwelanga Training's Commitment

***To develop and inspire each individual to be the best that they can be.
To assist clients in the transfer of skills and positive behaviour change.***

For more information contact us on:

Email: info@kwelangatraining.co.za

Johannesburg: +27 11 704 0720 | Cape Town: +27 21 683 4084

Durban: +27 31 266 2808 | Port Elizabeth: +27 41 368 1500

Website: www.kwelangatraining.co.za