



Building Leadership Skills: Leading Teams

Workshop Agenda

Fall 2008

Andrew Sanderbeck

Instructor

An Infopeople Workshop

The Path to Excellence: Understanding How Teams Work

- ❑ Understanding the Difference Between a Work Team and Group
- ❑ Team Myths: Overcoming what Other People's Beliefs About Teams
- ❑ Understanding the Form and Functions of Teams
Exercise #1 Draw a Team

Leading Team and Team Members Roles and Behaviors

- ❑ Using a Behavioral Profile to Help Team Members Understand Themselves and Each Other
- ❑ Using the 6 Step Method for Effectively Communicating and Sharing Information With Team Members
- ❑ Understanding the Two Primary Roles Team Members Assume at Work
Exercise #2 Role of the Dice

Building the Foundation of your Team

- ❑ Using Team Values to Help Team Members Make Decisions and Determine Appropriate Behaviors
- ❑ Mission Statements! 3 Things You Must Include When Creating Your Team's Mission Statement
Exercise #3 Team Values Exercise

Facilitating Your Team's Success!

- ◆ Techniques to Create a Culture of Collaboration Within Your Team
- ◆ The 5 Levels of Teams: What to Expect as Your Team Grows and Matures
- ◆ Making the Most Out of Your Team Meetings: A Short List
Exercise #4 The Candy Game

Summary and Evaluation

There will be two 15-minute breaks and an hour for lunch.