



# EFFECTIVE TEAM DEVELOPMENT



## THE OUTCOMES

Does your team function to its full potential and capacity?

Do your team members work together to achieve the team goals?

Unfortunately in business it's a fact that teams seldom realise their optimum potential.

To develop the ultimate team all members must understand the dynamics of the team and be equipped to fulfil their responsibility in the achievement of overall team goals.

The Effective Team Development course is an intensive team development course for the whole team, including their managers. You'll find your team outperforms even the best individual team member, achieving outcomes from this course that are far beyond those of conventional team building or team planning days.

The Effective Team Development course assists forward thinking teams to develop more of the unfulfilled potential of both the individual members and the group as a whole.

Team members can expect to:

- Understand the meaning of a team
- Improve individual and group productivity
- Build a high performance team
- Establish clearly defined team goals and develop a Plan of Action to achieve them
- Determine clear roles and responsibilities within the team
- Improve communication within the team, and much more.

### THIS UNIQUE PROCESS DELIVERS:

- Comprehensive resource material including Manuals, Audio files and Plans of Action are provided to the Participant. This enables multi-sensory learning and easy review
- Four interactive workshops conducted by an experienced LMA Facilitator/Coach
- Identification and accomplishment of individual and team goals and objectives.

# THE UNIQUE LMA PROCESS



**Empowered people.  
Better results.**

Leadership Management Australia (LMA) delivers a process that not only provides skill and competency development, but changes the attitudes and behaviours of the Participant.

Many organisations will prefer to run this course with their own teams, on their own premises and focussed on their overall team development goals. However, the option also exists to send your team to an "open" course to benefit from interaction with teams from other organisations.

## OVERVIEW MEETING

The Purpose of the Overview Meeting	0.1 High Performance Teamwork
The Unique Learning Process	0.2 Personal High Payoff Activities
Plan of Action	0.3 Master List of Team Goals
	0.4 Master List of Personal Goals

### MODULE 01

#### THE POWER OF EFFECTIVE TEAMWORK

The Benefits of Teamwork	Plan of Action:
What is a "Team"?	1.1 Understanding Your Team
Accepting that Challenge	1.2 Team Stage Evaluation
	1.3 Team High Payoff Activities
	1.4 Team Low Payoff Activities

### MODULE 02

#### SIX KEYS TO TEAM SUCCESS

Key 1 - Establish Clearly Defined Team Goals	Plan of Action:
Key 2 - Develop a Plan of Action to Achieve These Goals	• 2.1 Team Plan of Action
Key 3 - Identify Roles and Responsibilities	• 2.2 Personal Development Plan
Key 4 - Measure and Monitor Progress	• 2.3 Problem Solver
Key 5 - Ensure That All Team members are Engaged and Committed	• 2.4 N.E.A.T. Meeting Planner
Key 6 - Work Together With Commitment and Determination	• 2.5 Imperative/Important Cards
	• 2.6 Discussion Planner

### MODULE 03

#### HIGH PERFORMANCE TEAMWORK

Accepting Responsibility and Becoming Accountable	Plan of Action:
Communicating for Results	3.1 Levels of Trust
Trust Creates Respect, Synergy and Success	3.2 Communication Strengths
Celebrating Your Success	3.3 Opportunities for Growth
	3.4 High Performance Teamwork
	3.5 High Payoff Activities List - Review

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