



# 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.

## OVERVIEW MEETING

The Purpose of the Overview Meeting  
The Unique Learning Process  
Plan of Action

0.1 High Performance Teamwork  
0.2 Personal High Payoff Activities  
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  
What is a "Team"?  
Accepting that Challenge

Plan of Action:  
1.1 Understanding Your Team  
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

Key 2 - Develop a Plan of Action to Achieve These Goals

Key 3 - Identify Roles and Responsibilities

Key 4 - Measure and Monitor Progress

Key 5 - Ensure That All Team members are Engaged and Committed

Key 6 - Work Together With Commitment and Determination

Plan of Action:

- 2.1 Team Plan of Action
- 2.2 Personal Development Plan
- 2.3 Problem Solver
- 2.4 N.E.A.T. Meeting Planner
- 2.5 Imperative/Important Cards
- 2.6 Discussion Planner

MODULE  
03

**HIGH PERFORMANCE TEAMWORK**

Accepting Responsibility and Becoming Accountable

Communicating for Results

Trust Creates Respect, Synergy and Success

Celebrating Your Success

Plan of Action:

- 3.1 Levels of Trust
- 3.2 Communication Strengths
- 3.3 Opportunities for Growth
- 3.4 High Performance Teamwork
- 3.5 High Payoff Activities List - Review



**Empowered people.  
Better results.**

## THE UNIQUE LMA PROCESS

Leadership Management Australasia (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.

### 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

Leadership Management Australia Pty Ltd / Leadership Management Australasia (NZ) Ltd  
1400 Malvern Road, Glen Iris VIC 3146 [Tel \(Aust\) +61 3 9822 1301](tel:+61398221301) or [1800 333 270](tel:+61398221301)  
[Tel \(NZ\) 0800 333 270](tel:+61398221301) [Fax +61 3 9824 7154](tel:+61398247154) [Email info@lma.biz](mailto:info@lma.biz) [Web www.lma.biz](http://www.lma.biz)

Leadership Management Australasia uses authorised Licensees to promote our training services nationally.  
All training and assessment is conducted by Leadership Management Australia Pty Ltd (RTO #3908) /  
Leadership Management Australasia (NZ) Ltd (PTE #7722)