Facilitating and Leading Teams On-Demand Workshop
COURSE OUTLINE

Great Systems!
"Simple Systems, great results!"

Lesson 1

Workshop Overview

- How Effective are Your Work Teams?
- Why I Created This Workshop
- Workshop Design Features
- Facilitation Basics and Practice Exercise

Lesson 2

Communicating Effectively with Others

- Two Key Communication Concepts
- Listening Facts and Challenges
- The Potential of Dialogue

Lesson 3

Exploring the Group Process

- Key Team Development Concepts
- Dealing with Group Dynamics Challenges
- Options for Team Building

Lesson 4

The Basics of Team Facilitation

- What is Team Facilitation?
- Four Key Team Facilitation Skills

Lesson 5

Raising Team Engagement Levels

- The Power of Great Group Questions
- Engaging Through Questions and Answers
- Leading Effective Work Team Meetings

Lesson 6

Team Effectiveness Basics

- Eight Myths of Team Effectiveness
- More on Team Effectiveness
- Six Team Effectiveness Factors
- Members, Mission, and Shared Vision
- Meetings, Maps, and Momentum

Lesson 7

Making Effective Decisions in Groups

- How Do Your Teams Make Decisions?
- Group Decision Making Tools

Lesson 8

Meeting Effectiveness Basics

- The Need for Improved Meeting Effectiveness
- Examples of Meeting Waste
- Improving Meeting Effectiveness

Lesson 9

Using Teams to Drive Improvement

- How Many Teams Do You Have and Need?
- Exploring Work Team Types and Characteristics
- Building an Effective Team Infrastructure

Lesson 10

The Value of Effective Team Support

- Four Key Types of Team Investment
- Gauging Project Team Resource Investments
- Gauging Work Team Resource Investments
- Gauging Project Team Information Investments
- Gauging Work Team Information Investments
- Gauging Recognition Investments
- Infrastructure Design Process

Lesson 11

Planning for Improvement

- Identifying Investment Options
- Projecting Team Support Costs
- Possible Resource Investments
- Keys to Team Success and Action Planning

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