

FORWARD MOTION: Team Basics



Overview:

Clear, consistent, effective communication is the critical foundation to team excellence. This workshop is designed to work with existing teams, who will attend the workshop as a unit. Here, they learn to address individual differences, challenges, strengths, and weaknesses through training, discussion, and skill practice exercises. Our course fosters an appreciation of differences, heals misunderstandings, and propels teams forward.

Moving Forward...

Over the years, the mantra, “Teamwork!” has been chanted in the halls of corporate America. As a company grows, teams have been an effective tool for some organizations and a “flavor of the month” for many others.

Many business leaders believe, in their heart of hearts, that effective teams are critical to the continued survival, growth, and profitability of their companies. However, there are few organizations that have been able to develop and sustain teams at the level required for ongoing business success.

Building and sustaining teams is hard work and requires skill. While teams require a number of skill sets to make a substantial, ongoing contribution to the well being of the organization, the most important of these skills is the ability to communicate openly, honestly, and effectively and to do so in a way that attacks problems rather than people.

The foundation of team excellence is clear, consistent, effective communication. Our workshop is designed to work with existing teams in your organization. The teams attend the workshop together, where they learn to address individual differences, challenges, strengths, and weaknesses through training, discussion, and skill practice exercises. Our course fosters an appreciation of individual differences, helps to heal misunderstandings and conflicts, and provides the tools and skills for strong forward progress.

Goals:

- Address the needs of existing or newly formed teams
- Build stronger teams by teaching enhanced communications skills
- Equip teams to make a stronger contribution to the well being of the organization

PROSPECTUS

Team Basics



Pre-workshop consultation:

This workshop is preceded by a phone consultation so that your business representatives and the Forward Motion staff can discuss and identify specific organization-wide communication challenges, possible root-causes, and secondary challenges that may exist in pockets within the company. Forward Motion takes the results of this meeting and tailors the exercises and activities accordingly.

Objectives

Participants will:

- Complete a communications style delineator to identify and validate their personal style.
- Be able to list and define the four style types with specific characteristics for each.
- Identify the style of a person at a given point in time based on specific conversational elements.
- Verbally express an awareness of the ramifications of personal style in their communication process.
- Develop and practice the skills needed to mentally compose a three-point plan for better communications in written and verbal communications.
- Identify the strongest selection process for team interactions based on business needs.

Syllabus

- I. Introductions
 - a) Participants
 - b) Facilitators
 - c) Workshop Content
- II. Expectations
 - a) From Participants
 - b) From Forward Motion
- III. Style Delineator
 - a) Administer Delineator
 - b) Score Delineator
 - c) Graph Results
- IV. Infomercials
 - a) Intake Types
 - b) Storage and Export Types
 - c) Switch-hitters, Diamonds, Ramifications
- V. Activity: Styles in Action: Four Corners
 - a) BREAK
- VI. Validation Process by Style types
- VII. Infomercials
 - a) Communication Storage and Retrieval
 - b) Secondary Style Strengths
 - c) Thinkers and Feelers
 - d) Facts and Intuition
- VIII. Activity: Identifying Styles in Others
- IX. Activity: Common Assumptions
- X. Activity: Team Interactions
- XI. Review, Questions, Closure



Contact Us:

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