

Team Building

Workshop-At-A-Glance

Defining Success

What is a Team?

An Overview of Tuckman and Jensen's Four-Phase Model

Types of Teams

The Traditional Team

Self-Directed Teams

E-Teams

The First Stage of Team Development - Forming

Hallmarks of Forming

What To Do As A Leader

What To Do As A Follower

The Second Stage of Team Development - Storming

The Hallmarks of Storming

What To Do As A Leader

What To Do As A Follower

The Third Stage of Team Development - Norming

The Hallmarks of Norming

What To Do As A Leader

What To Do As A Follower

The Fourth Stage of Team Development - Performing

Hallmarks of Performing

What To Do As A Leader

What To Do As A Follower

Team Building Activities

The Benefits and Disadvantages

Team-Building Activities That Won't Make People Cringe

Choosing a Location for Team-Building

Successful Team Meetings

Setting the Time and the Place

Trying the 50-Minute Meeting

Using Celebrations of All Sizes

Solving Problems as a Team

The Six Thinking Hats

Encouraging Brainstorming and Building Consensus

Encouraging Teamwork

Some Things to Do, to Avoid, and to Consider

Wrapping Up

Words from the Wise

Lessons Learned

Professional Training Series

Our training courses & workshops, combined with our interactive delivery methodologies create an environment that encourages learning and delivers the strategic tools that promote organizational performance.



Workshop Purpose

Teamwork is a part of everyday life. Whether it's at home, or at work, we are often expected to be a functional part of a performing team. Having a strong team will benefit any organization and will lead to more successes.

This workshop will explore the different aspects of a team, as well as ways to become a top-notch team performer. Participants will be given the details and concepts of what makes up a team, and what factors into being a successful team and team member.

Workshop Format

Lecture, Interactive Discussions, Workshops, Hands-on Training

Workshop Length

One (1) Day

Continuing Education Units (CEU's)

Five (5)

Workshop Pricing

Please contact us for workshop pricing, and group discounts.

Contact Information

Phone: 760.438.4354

Email: training@novusorigo.com

For a list of all workshops, please visit

www.novusorigo.com

Training Designed for the Real World

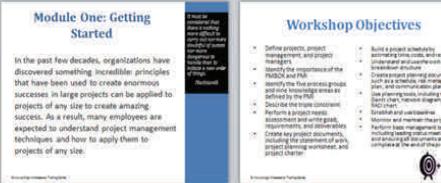
Novus Origo's professional training courses & workshops are interactive and utilize a multitude of instructional methods before class, during class, and "after" class to deliver successful learning that incorporates and leverages "real work" experiences. **We have over 200 training workshops, and if we don't have a class that you're looking for, we can create it for you.**

The Novus Origo Workshop Difference!

- ✓ **Real World Instructors & Facilitators**
- ✓ **Multimedia Presentations with Animated Case Studies**
- ✓ **Group Discussions & Action Learning**
- ✓ **Interactive Icebreakers, Exercises, & Activities**
- ✓ **Quick Reference Job Aids**
- ✓ **Full Color Student Training Manuals**
- ✓ **Pre-Class Assignments**
- ✓ **Post Module Assessments**
- ✓ **Narrated Audio Version of Course for Student's Anytime "Take Along" Listening (soft skills attendees*)**
- ✓ **Paperback Book Version of Course for Student's Anytime "Take Along" Reading (soft skill attendees*)**

* English Soft Skills Classes

Sample of Workshop Curriculum — Project Management

	Module One: Getting Started In the past few decades, organizations have discovered something important: principles that have been used to create success in large projects can be applied to projects of any size. As a result, many employees are expected to understand project management techniques and how to apply them to projects of any size. <small>Download Module Template</small>	Workshop Objectives Define projects, project managers, and project management processes of the PMBOK and PMP. Describe the triple constraint. Perform a project needs assessment, and determine criteria key performance indicators, including the statement of work, scope, budget, and project charter. <small>Download Module Template</small>	Pre-Assignment Review Think of a project that you are about to begin. It could be a work project, like putting a budget together, or a home project, like building a deck. Take a moment now to think about the project. Keep it in mind during the day as it will help you identify practical applications for the tools and techniques that we discuss. <small>Download Module Template</small>	Module Two: Key Concepts (I) Before we get started, let's make sure we all understand just what we mean by a project and by project management. We'll also look at what a project manager's role is. <small>Download Module Template</small>	What is a Project? Clear goals Defined ownership/responsibility Timeline Dedicated team Defined methodology Controlled execution Completion evaluated based on original plan Linked to business objectives Supported by an organization's management team <small>Download Module Template</small>						
	What is Project Management? Project management is the combined art and science of planning, organizing, and managing resources to get a particular project done on time, within budget, and with the results that the organization set out to achieve. <small>Download Module Template</small>	What is a Project Manager? Key skills include of a Project Manager: • Leadership • Negotiation • Influence and persuasion • Project management • Communication • Time management • Stress and anger management <small>Download Module Template</small>	Module Three: Key Concepts (II) This module will look at the Project Management Institute, a global project management group that publishes and promotes project management standards, and its core ideas. <small>Download Module Template</small>	The Project Management Institute (PMI) Their core ideas include: • The Project Management Body of Knowledge (PMBOK), which we will discuss in a moment • Five process groups, which outline the path a project should take • Nine knowledge areas, which outline various parts of each process group • The triple constraint, which illustrates how a project is balanced <small>Download Module Template</small>	The Project Management Body Of Knowledge (PMBOK) The PROJECT MANAGEMENT BODY OF KNOWLEDGE (PMBOK) is the PMI bible. It includes a detailed overview of the processes and knowledge areas promoted by the PMI as best practice within the project management discipline. <small>Download Module Template</small>						
1	2	3	4	5	6	7	8	9	10	11	12

International Recognition

Novus Origo has received fourteen (14) international awards and recognition for our training development from the training industry's most prestigious organizations such as; *Brandon Hall*, *Interactive Media Awards*, *Horizon Interactive*, *E-Learning Media Group*, *Digital Health Awards*, and *Omni Awards*.

