

There is a wealth of resource material available for team leaders but where does a team member learn how to do their job better? It is assumed that we know what to do. It is not just about attending meetings. We need a process to ensure that we leverage the skills and experience of every team member.

The tools and processes are not well known and certainly not widely used. The Team Development process will provide you with the tools and processes needed to ensure that your participation as either a team leader or team member will be effective

### Key Learnings:

- Learn how to improve your business through teamwork
- Understand the key elements of successful teams
- Learn how to build your team
- Find out how to run a successful team
- Arm your team with the best problem solving tools
- How to ensure that Continuous Improvement is achieved?

### Benefits:

- Fast Track your learning of Team Development related tools and processes
- Instantly implement your new skills on yourself or your business
- Work through the course at a time that best suits you
- Higher retained learning of new tools/techniques

### Featured Tools & Techniques:

#### KEY ELEMENTS OF SUCCESSFUL TEAMS

- Now - Where – How & Gap Analysis
- The Corporate Strategy Process
- Psychology of Teams
- Team Style Audit

#### BUILDING YOUR TEAM

- Group Dynamics tool & Coaching skills tool
- 5 Why's tool
- Decision Matrix

#### RUNNING YOUR PROJECT TEAM

- KPI's
- Mindmapping
- One Page Plan
- Presentation Design
- Team Revitalization

#### ARMING TEAM WITH THE RIGHT PROBLEM SOLVING TOOLS

- Training Needs Analysis
- Time Management Matrix
- SWOT Analysis

#### MAKING A CONTINUOUS IMPROVEMENT PROCESS

Approximate time to complete: 12 – 16 hours

Receive one-on-one online coaching support

Contact Amy to register – [amy@coumansca.com.au](mailto:amy@coumansca.com.au) or phone 03 5223 9200