

## TEAM-BUILDING SKILLS

| S. No. | Module                          | Training Objective  | Focus Areas   | Method(s) of Instruction   | Duration - Breakup  | Total Duration |
|--------|---------------------------------|---|---|--|---|----------------|
| 1      | Welcome                         | To give participants an overview of the Training Program; allow participants to set ground rules during training and formulate collective training objectives.  |   | Instructor-led<br>PowerPoint including open-ended questions for eliciting objectives   | 30 min.   | 30 min.        |
| 2      | Importance of Teams             | To enable participants understand the power of working together and the collective benefits of that to the individuals within the team and to the organization as a whole.  | Basic requirements of an effective team<br>Empowerment of teams<br>Synergy                            | <b>Exercises:</b><br>Word enumerator<br>Working in a team<br><br>ILT   | 30 min. (exercises) +<br>15 min. (instruction)  | 45 min.        |
| 3      | Essentials of an Effective Team | To enable participants understand and appreciate the essentials of a winning team as well as tools / techniques that help winning teams avoid conflict and stay together.   | Team Values: Respect, Focus, Communication, Self-reliance, Commitment, Leadership, and Trust          | <b>Activities:</b><br>Team Trust<br>Team Shape Up<br><br>ILT   | 65 min. (activities) +<br>15 min. (instruction)   | 90 min.        |
| 4      | Stages of Team-building         | To enable trainees understand the various interpersonal forces at play in a team environment at various stages of team-evolution for them to easily handle various conflicts in a more mature and constructive manner.  | Coming Together<br>Staying Together<br>Synergizing<br>Succeeding<br>Disbanding                        | <b>Activities:</b><br><br>Team Think (Coming Together)<br>Team Think (Resolving Conflict & Staying Together)<br>Team Think (Synergizing)<br>Building a High-rise<br>Pat on the Back<br><br>Game: Making the Connection<br><br>Movie clips<br><br>ILT | 140 min. (activities) +<br>20 min. (game) +<br>20 min. (movie clips) +<br>45 min. (instruction) | 225 min.       |
| 5      | Handling Team Dynamics          | To enable participants enhance team-cohesiveness by becoming more emotionally-intelligent; being more open to receiving and using feedback without getting defensive or angry; and enabling them to impart feedback in a way that helps individuals and the work group as a whole to develop as a team. | Johari Window Model<br>Giving, Receiving, and Using Feedback  | <b>Games:</b><br><br>Know Your Dice<br>The Careful Critique<br><br>Movie clips<br><br>ILT  | 45 min. (games) +<br>5 min. (movies)<br>60 min. (ILT)   | 110 min.       |
| 6      | Managing the Team               | To enable participants use tips, techniques, and strategies to manage teams effectively.  | Selection<br>Bonding<br>Development<br>Optimizing Performance<br>Assessment<br>Managing Virtual Teams | Movie clips<br>Activity: Team Think (Bonding)<br>ILT   | 20 min. (movie clips) +<br>15 min. (activity) +<br>30 min. (instruction)                        | 65 min.        |