

MMM Training Solutions  
Team Building Skills Training



Contact Details

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### **Overview:**

Team building will strengthen and build the whole team while developing the individual; it helps people steer away from blame and create a climate of loyalty and support.

It is most important to recognize that a team is a collection of related but disparate individuals. There may be common goals and purpose, but each team member will see things differently because no two people see the world in exactly the same way.

Team members don't always have to agree; however, they do need to negotiate and accommodate all the different views and ways of working that people have.

This training program aims at aiding managers understand the various elements that go into building and managing an effective team.

### **Benefits:**

- Creating trust amongst team members
- Recognizing individual strengths, styles and skills
- Keeping lines of communication flexible
- Ensuring tolerance
- Helping leaders in understanding team members
- Acknowledging the phases any team will go through

### **Training Topics:**

- Requirements and features of a team
- Bruce Tuckman's model of team development
  - Forming
  - Storming
  - Norming



- Performing
- Adjourning
- Understanding team dynamics -Johari Window
- Giving and receiving feedback
- Managing a team
  - Selection
  - Bonding
  - Development
  - Optimizing performance
  - Assessment
- The Role of the Leader
  - Understanding the stages of team building
  - Leadership styles for each stage
  - The art of delegation
  - Building trust
  - Creating a collaborative work environment
- The importance of giving and receiving regular feedback

### **Training Hours:**

The duration of the training program will be 8 hours

### **Training Methodology:**

- PowerPoint Presentation
- Role Plays
- Games and Group Activities
- Case Studies



### **Resources Required:**

- MMM Training Solutions will conduct the training.
- Maximum number of participants to a class will be 15.
- The training will be conducted at a venue organized by client.
- The following will be provided by client:
  - Handouts will be printed/photocopied
  - The LCD projector & computer with CD and DVD drive
  - Folders/files for trainees to store their information/feedback
  - Audio speakers
  - Pens and notepads for trainees