Enhancing Teamwork

Leader’s Guide by:

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Introduction for facilitators

_Enhancing teamwork_ provides a roadmap toward understanding the dynamics of teamwork, and can help employers and their workers to achieve the ideal of successful teamwork in their everyday operations. In this program, we explore how a team is created, developed and brought to maturity. We also navigate through conflict within teams and reveal the factors that can inhibit growth and performance in team settings. Many organisations expect their workers to become team players to maximise productivity and profits. Yet few workers are given a sound grounding in the psychology of teamwork. This program offers some invaluable wisdom based on research and observation into the way teams work.

In _Enhancing teamwork_, viewers are introduced to the characters that emerge as a team forms and collaborates. They will be challenged to identify the roles that they naturally assume in a team environment, and will enjoy the opportunity to analyse their own contribution as a team member. The often-neglected roles of reflective analysis and mutual celebration of team achievements are also examined, with strategies presented that employers can use to motivate teams and enhance their performance in the workplace.

Who will benefit from the program?

Enhancing teamwork is an invaluable tool for people in various roles within an organisation. Employers and executive staff will benefit from the insights provided into the most efficient means of inspiring a team to work together and achieve desired goals. Employees who are engaged in teamwork will find specific advice about how to maximise their strengths and overcome barriers to effective communication. Workplace trainers, human resource professionals, recruiters, managers and decision-makers will all benefit from the fresh insights offered in this program.
DVD timeline

00.0 Introduction
01.20 The making of the team
04:30 The developing team
08:40 The conflicted and inhibited team
12:55 The team reflecting and celebrating
16:44 Program credits

Program outline

The times suggested for these activities should be used as a guide only. Allow additional time for fuller exploration of the concepts through discussion.

Phase 1

- Pre-viewing discussion
- DVD Introduction and Chapter 1, The making of the team
- Responding through discussion

Phase 2

- DVD Chapter 2, The developing team.
- Workbook activity sheet 1 - Personalising key concepts
- Consolidating activity
- Discussion

Phase 3

- DVD Chapter 3, The conflicted and inhibited team.
- Activity: Troubleshooting team problems
- Discussion: Share your experiences
- Discussion: Evaluating the limitations of teamwork

Phase 4

- DVD Chapter 4, The team reflecting and celebrating.
- Workbook activity sheets 2 & 3 - Revising key concepts

Phase 5

- Internalising concepts: Group visual organiser activity
Background information

People are required to interact as teams in all sorts of settings. In the business sector, teamwork can be personally demanding. The key is to find harmony when working with others that can maximise each person’s potential to achieve their best, both individually and collectively.

Team goals should be:

- specific
- measurable
- realistic
- agreed upon
- given a sensible time frame

Attributes of a successfully functioning team include:

- a shared understanding
- a sense of belonging
- shared values and attitudes
- complementing skills
- a supportive environment

Efficient team work is aided by:

- high levels of communication and cooperation
- knowing what’s at stake
- sharing the same risk

Working together involves:

- preparation
- communication
- checking available resources

Every team is different in its goals and development. But classifying the typical roles that emerge in a team can be helpful in understanding the dynamics of teamwork and how they can be put to the best use.
This is a sample only.

To preview Leader’s Guide and Workbook in full, phone 1800 141 510.