

Team Effectiveness

Day 1

1. Motivating Yourself Before You Motivate Others (Personal Pre-assignment)

Team members will learn to look inward to answer a series of questions that will help them discover:

- their personal and professional dreams and desires, the foundation to internal and permanent motivation;
- what motivates and demotivates them, along with positive and negative messages that may have motivated them in the past;
- their individual values, strengths and weaknesses;
- how to improve via a personal evaluation in eight key areas of their life;
- their limiting beliefs, and how to replace them with the opposite belief
- how to improve their attitude;
- what their fears are and how to overcome them;
- how to accept failure as a learning opportunity.

2. Facilitating Team Effectiveness

- Determining Team Effectiveness percentage
- Identifying contributing factors
- Identifying areas of improvement
- Decision-making styles and how to proceed with decision making moving forward
- What is and what is not under our control, how to facilitate solutions by asking questions, and the types of questions to ask
- Facilitator behaviors and how to use them to run effective team meetings
- The importance of engaging the team in problem solving through the use of brainstorming and presenting draft solutions, allowing for partnership and ownership
- How to develop an owner's mentality by treating a job as your business and inviting others to take part-ownership by engaging them in draft solutions
- Presentation of draft solutions to increase team effectiveness

3. Understanding Motivating Factors in the Workplace

- The motivating factors in the workplace from a supervisor's point of view, and how it is different from an employee's point of view.
- Understanding these motivating factors and how to discover the root cause and the solution to the problem
- About the change process and how one can engage the team to successfully implement the change.
- Meeting follow up and learning from evaluations and individual feedback.

Day 2

4. What Do You and Your Team Members Want? (Evening Assignment)

- What are your dreams, desires and life expectations
- What are your strengths and weaknesses and where should you focus
- In session:
 - A facilitated team exercise where everyone gets to know each other's strengths, weaknesses and perceptions
 - A facilitated dream team exercise, as if nothing is impossible, creating a vision and mission.

5. Turning those Desires into Achievable Goals

- Organize dreams by grouping, categorizing and prioritizing them into time periods
- Determine the price each is willing to pay to make each dream a reality in terms of time, effort, relationships, habits, career, money and other considerations
- Facilitate team vision and prepare them to create their own personal list of dreams and how to group, categorize and prioritize them into time periods and to have them prepare for discussion in an one-on-one performance review meeting
- Turn your dreams into S.M.A.R.T. goals and complete, or at least start, a goal logbook for each goal.
- Learn about commitment to yourself, and how to get commitment from others through four basic principles.

6. Turning Goals into Reality

- How to conduct motivating and inspiring performance reviews that are based on individual team member dreams and desires, while getting feedback
- Lead my taking and demonstrating responsive action

- Facilitate team meeting based on the Goal log, commitment, discipline and setting of ground rules moving forward
- Use the Soar chart and the Monthly Monitor chart to maintain focus and track progress
- How to be thankful and how to develop a daily attitude of gratitude