

## *„Team Building”*

### *Course description:*

Teamwork is one of the most valued and necessary skills for most companies. Consentaneous and engaged team cannot work badly. As much as 80% of the success and effectiveness of companies depends on well-functioning and well-selected task teams. At various stages of project implementation, we need different people, both in terms of their personality traits and in terms of elements of the creative problem-solving process such as flexibility, originality, fluency. The training that we offer aims at showing the participants how each of them is an integral part of their group. It is also our intention to show people how they should learn to appreciate their different character traits and use their diverse skills and abilities.

The course enables people to get to know each other in the team far better than before. It aims at greater integration which results in more efficient realization of daily tasks, as well as making participants aware of what kind of attitude and behaviour conduce to a better work in the group. Triggering so-called the team spirit allows to determine the specificity of the given group, its strength and potential. A team is an institution acting in a synergistic manner, which means that as a whole it is able to create more value than the individual units taken together. Training teambuilding aims at making the participants aware of this rule and demonstrating through experience how it works.

The course is dedicated to teams that have already been working with each other or are just in the process of creation a team, and the essence of their work is a common goal.

### *Acquired skills:*

By participating in the training Employee:

- knows what attitudes and behaviours affect the team's performance, and what types of behaviours and attitudes make it difficult to cooperate
- knows the team much better thanks to integration games
- understands that the integral value of a well-performing team is good atmosphere / fun

- knows the specifics of the types of personalities as well as his own and his co-workers
- knows what follows from the ones mentioned above in terms of cooperation
- knows what helps and what disturbs his workmates in everyday communication (he has also a chance to tell others about his preferences)
- knows what roles and positions the team accepts and can accept and understands what it means
- knows the factors that promote effective teamwork and can create conditions that trigger them
- knows what tasks a team leader has to fulfil, what aspects he is responsible for what he is not
- feels the spirit of his team far stronger and is able to use this knowledge
- understands how he can benefit from inter-team collaboration so that he could perform the tasks more effectively.

### *Training program:*

#### **Module I: Introduction to teambuilding: Common goal, commitment, responsibility, communication**

- Introducing, talking about Participants' expectations
- Using the metaphors to present yourself as a good entry into the topic of team building
- Contract together with discussing why it is important in teamwork
- Introduction to the issue of teamwork:
  - Exercise: "Cloth" to break down the barriers and encourage cooperation. First tips: what helps and what interferes with teamwork.
  - Exercise: "Common work", the essence of which is to run the imagination, brainstorming and a good atmosphere in the group.

- The difference in motivation when it comes to the convergent task (with a single solution) and divergent task (with many solutions).
- Exercise: "Squares" - aims at initiating inter- and over-team collaboration as well as finding creative way to solve problems and non-verbal communication. The essence is to stimulate a problem-solving mechanism that is common for the whole group and to show that the given team is a part of a bigger team and that one a part of even larger one. This exercise makes the participants aware of the need for inter-team collaboration and to encourages them to use this form of communication.

### **Module II: Who are we? Similarities and differences between the team members**

- „Who are we?” – short personality test, discussion about the differences and similarities. An analysis of the types of personality in the group and the conclusions that result from that.
- „The manual of yourself” – what helps and what disturbs everyone while collaborating with other team members. It is an element of team coaching, which aims at revealing mutual expectations and clarifying needs, resolving ambiguities.

### **Module III: Productivity / effectiveness of the team: success factors**

- „The factory of greetings” ( about 2-3 hours). The game about cooperation, effective communication, planning, creative thinking, leadership skills, reaction to change, team effectiveness, collaboration vs. competition and roles and attitudes in the team.

In this exercise the group is divided into two teams, whose task is to organize a production of greetings cards. Based on up-to-date information (product specification from customer), the team is expected to produce as many cards as possible in the most effective way.

- An analysis of the game, conclusions for the teams and individual Participants.

### **Module IV: Conflict, the team's goal and the objectives of individuals**

- „Raft” – the exercise that practices team cohesion and dealing with various types of conflicts
- Strengthening and limiting The ways of reacting to conflicts in the team limiting and strengthening factors) - conversation with participants, presentation.

- Exercise: „Team spirit versus unit spirit” – in this exercise the Participants are supposed to reconcile the realization of a group task (related to the team identity and creative process) with the tasks of individuals.
- Exercise „Synergy” – the questionnaire game (combined with brainstorming) showing the figures of the team's higher result while solving a task compared with the outcome of individual units.

### **Module V: Group roles and stereotypes**

- Exercise „Round table” – to show so-called group proxemics, that is, how individual people in a team / group speak depending on occupied place. The exercise related to communication (most often the unconscious one) - good to use during the meetings / gatherings.
- Exercise „Group role: Who do you play?” – the structure showing the group roles that individual people take. The analysis in terms of how to control the entering into permanent roles, how to identify them and how to use the knowledge about it.
- Exercise „Amnesia” –it shows in a funny way a strong tendency to label people in the team, and how the self-fulfilling prophecy mechanism works in the group.

### **Module VI: Confidence, appreciation**

- Exercise „Blind man” builds confidence between individuals, encourages the analysis of the sense of responsibility for the other person within the team.
- Exercise: „Our painting” - the exercise in which the members of the team have to paint a painting (together) showing their team. It is a structure that triggers creative potential, unawareness, and intuition during cooperation. It has also a summary value.
- Exercise: „Cookie” allows the participants to give each other some positive feedback
- Summary of the training
- Saying good bye

### ***Methodology:***

During the training we use the following training methods:

- team games

- discussion
- group and pair activities, forum activities
- working with the video camera – with respect to the dynamics of the entire group (in this course we do not provide individual recording or a thorough analysis of individual behaviour)
- breaks/interludes/energizers

***Organizational information:***

*Training conducted only in closed form*

Number of training hours: 14 hours / 2days

Place of training: to decide