



NDA

TRAINING TASMANIA

nurture - develop - achieve

Team Building

Course Cost

\$ 395

Duration

1 Day

Locations

- Hobart
- Launceston
- Ulverstone

Course Dates

Course dates can be found on the training calendar on the NDA website:

www.nda.com.au

If there are no dates listed, please email:

bookings@nda.com.au

to express interest in the course.

More Information

For more information on any of our courses or services please email:

bookings@nda.com.au

or visit the NDA website at:

www.nda.com.au

National Competency Standard

BSBXTW301 – Work in a Team

BSBXTW401 – Lead & facilitate a team (with post-course work)

Prerequisites

There are no pre-requisites for this course.

Course Objectives

This course is aimed at building planning, communication and conflict resolution skills amongst work teams. The course is customised to client needs and is therefore available for presentation to private groups only.

Learning Outcomes

- Organising teams in the workplace and identifying roles and responsibilities of team members
- Identifying team goals and working with different personality types
- Effective planning to achieve team goals
- Working as part of a successful team
- Communicating in a team and identifying factors affecting team communication

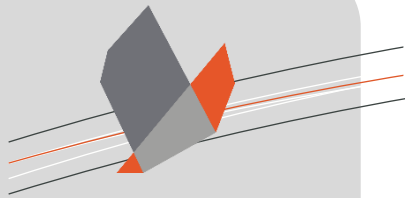
Optional Assessment

This course is part of a nationally recognised training program. Participants who successfully complete the optional assessment component of this course will receive a Statement of Attainment for the unit of competency aligned to the training course.

Exercises and activities completed during the course will be used as evidence towards unit competency.

Participants who choose not to be assessed will receive a Certificate of Attendance.

PER UNIT FEE: \$195



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Team Building Course Content

RTO Provider:60034

NDA Launceston

Level 1, 65 St John Street
Launceston TAS 7250
03 6334 4910

NDA Hobart

Level 3, 110 Collins Street
Hobart TAS 7000
03 6224 2660

NDA North West

4B, 21 Alexandra Road
Ulverstone TAS 7315
03 6423 4547

Private Training

This training can only be delivered as a private course for your organisation and can be customised for your needs. The training can be delivered either on-site or at NDA.

Please contact us for further information and to be provided with a quote.

Getting Started

- Housekeeping Items
- The Parking Lot
- Workshop Objectives

Contribute to team outcomes

- Identify team purpose, roles, responsibilities, goals, plans and objectives
- Defining Success
- What is a Team?
- An Overview of Tuckman and Jensen's Four-Phase Model
- Types of Teams
- The Traditional Team
- Self-Directed Teams
- Support team members
- Setting Goals
- Goals and Motivation
- Setting SMART Goals
- Evaluating and Adapting

Support team cohesion

- The First Stage of Team Development – Forming
- Hallmarks of This Stage
- What to Do As a Leader
- What to Do As a Follower
- The Second Stage of Team Development – Storming
- The Hallmarks of This Stage
- What to Do As a Leader
- What to Do As a Follower
- The Third Stage of Team Development – Norming
- The Hallmarks of This Stage
- What to Do As a Leader
- What to Do As a Follower
- The Fourth Stage of Team Development – Performing
- Hallmarks of this Stage
- What to Do As a Leader

- What to Do As a Follower
- Provide feedback to encourage, value and reward contributions
- Sharing Rewards
- Celebrating Accomplishments
- Making Celebration Part of Your Culture
- Motivation on the Job
- The Key Factors
- Creating a Motivational Organisation
- Creating a Motivational Job

Participate in work team

- Team Building Activities
- The Benefits and Disadvantages
- Team-Building Activities That Won't Make People Cringe
- Role Model
- Determining Your Way
- Being an Inspirational Role Model
- Influencing Others' Perspectives
- Personality's Role in Motivation
- Identifying Your Personality Type
- Identifying Others' Personality Type
- Motivators by Personality Type
- Morale
- Addressing Specific Morale Issues
- Dealing with Individual Morale Problems
- Addressing Team Morale

Communication

- Understanding Communication Barriers
- Speaking Like a STAR

Summary - Encouraging Teamwork

- Some Things to Do
- Some Things to Avoid
- Some Things to Consider