Tel No:+97126654546 | Fax No:+97126654182 | Email: training@cmc-me.com | www.cmc-me.com



SS015:
How to be an Effective Team Player

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Training Description:

A truly effective team is equal to more than the sum of its parts. And it takes the dedication of every member of the team. Effective team members go beyond themselves and their personal desires and goals. If you want to be an effective team member, your challenge is to put the team first, which means maximizing your contributions to help the team accomplish its purpose.

This intensive training course covers strategies and techniques to help you become an effective and valued member of your team. Specifically, you'll explore ways for adopting a positive approach to being on a team, like recognizing the benefits of working on a team and learning to tolerate team member differences. You'll also learn how to work proactively and collaboratively with members of your team as you achieve your team's goals.

Training Objectives:

By the end of the training, participants will be able to:

- ✓ All for one and one for all - Learn how to synergize personal and organizational values
- ✓ My company - Understand how to promote a culture of ownership
- ✓ Together we stand - Enhance higher levels of cooperation and teamwork
- ✓ 3 2 1 Launch - Develop the motivation and skills to promote effective communication and enhances productivity
- ✓ I'll do it - Promote commitment and accountability as a team member
- ✓ No one left out - Learn Win/Win Plus or Minus 2 Conflict Resolution
- ✓ The Blue Print - Learn the roles and responsibilities of leaders and teams
- ✓ The Pillar - Understand the dynamics and processes of trust building

What You Will Gain:

- ✓ Understand and put into perspective your personal goals and the team's goals
- ✓ Learn about different personality types and team roles and how to build rapport with team members
- ✓ Demonstrate reliability and consistency in executing your part and providing support to other team members when needed
- ✓ Communicate constructively by listening intently and avoiding conflicts or confrontations
- ✓ Ability to differentiate and treat the task, the person and the behaviour as separate entities
- ✓ Boost team productivity by building and promoting trust as a key pillar of team strength

Training Designed for:

This course is intended for all individuals who work in teams.

Training Requirement:

"Hand's on practical sessions, equipment and software will be applied during the course if required and as per the client's request."

Contents can be adapted to your specific wishes. It is therefore possible to focus on specific modules of the training course as per client's learning needs and objectives. Further, it should be forwarded to us a month prior to the course dates.

Training Program:

FIVE DAYS:

- Pre-Test
- Understanding Team and Dynamics
  - What is a team?
  - Factors for success
  - Identifying team roles
  - Effective communication
- Barriers and Opportunities
  - Understanding our differences
  - Identifying Personal Values
  - Organizational values and personal alignment
  - Personality types and team roles
- The 4 Stages of Team Development
  - Forming
  - Storming
  - Norming
  - Performing
- The Dynamics of Trust
- Communication
  - Demonstrate effective listening and questioning skills
  - It's not what you say, it's how you say it
  - Benefits of effective team communication
  - Separating person and behaviour
- Course Conclusion
- Post-Test and Evaluation

Training Methodology:

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:

- 30% Lectures, Concepts, Role Play
- 70% Workshops & Work Presentations, Techniques, Based on Case Studies & Practical Exercises, Gamification, Software & General Discussions
- Pre and Post Test

Training Certificate(s):

CMCT Internationally recognized certificate(s) will be issued to each participant who completed the course.

Training Fees:

TBA as per the course location - This rate includes participant's manual, hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Note: The 5% VAT (Value Added Tax), will be effective starting 01st of January 2018 as per the new regulation from the UAE Government. The VAT applies for all quotation both for local and abroad.

Training Timings:

Daily Timings:

07:45 - 08:00	Morning Coffee / Tea
08:00 - 10:00	First Session
10:00 - 10:20	Recess (Coffee/Tea/Snacks)
10:20 - 12:20	Second Session
12:20 - 13:00	Recess (Prayer Break & Lunch)
13:00 - 14:00	Last Session

For training registrations or in-house enquiries, please contact:

Aisha Relativo - Training & Career Development Manager
aisha@cmc-me.com / training@cmc-me.com
Tel.: +971 2 665 3945 or +971 2 643 6653 | Mob.: +971 52 2954615