



(003587769-K)

Persiaran Mayang Pasir
Bayan Baru, 11950
Pulau Pinang, Malaysia

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Course Name:

Team Development Program

Synopsis

Our Team Development Program is designed to enhance collaboration, communication, and cohesion within your team.

What You Will Learn

- Participants Will Know How to Set Goal
- Communication Skills Within Team
- Conflict Resolution
- Strengths-Based Approach
- Leadership Development
- Action Planning

Who Should Attend

Executive, Clerk and Support Staff

Prerequisite

N/A

Course Methodology

- Theory
- Hands-On
- Discussions
- Interactive Classroom Session



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Course Duration

2 days - 9am - 5pm

Course Structure

Session 1: Understanding Team Dynamics

Participants learn about the stages of team development, such as forming, storming, norming, and performing. They gain insights into the typical challenges and opportunities associated with each stage.

Session 2: Building Trust and Psychological Safety

Trust is essential for effective teamwork. Training may include exercises and discussions aimed at building trust among team members and creating a psychologically safe environment where individuals feel comfortable sharing ideas and expressing themselves.

Session 3: Communication Skills

Effective communication is critical for successful teamwork. Training programs often focus on enhancing both verbal and non-verbal communication skills, active listening, giving and receiving feedback, and resolving conflicts constructively.

Session 4: Roles and Responsibilities

Clarifying roles and responsibilities is essential for ensuring that team members understand what is expected of them and can work together efficiently. Training may include exercises to define roles, establish accountability, and promote collaboration.

Session 5: Goal Setting and Alignment

Teams perform best when they have clear goals and objectives that are aligned with the organization's mission and vision. Training programs may help teams set SMART goals, prioritize tasks, and develop action plans to achieve their objectives.

Session 6: Problem-Solving and Decision Making

Teams often encounter challenges and obstacles that require effective problem-solving and decision-making skills. Training may include techniques for identifying root causes, generating creative solutions, and making consensus-based decisions.

Session 7: Managing Conflict

Conflict is a natural part of teamwork, but when left unresolved, it can undermine team effectiveness. Training programs may provide strategies for managing conflict constructively, fostering open dialogue, and finding win-win solutions.

Session 8: Feedback and Reflection

Feedback mechanisms are incorporated to help individuals assess their strengths and areas for improvement. Reflection exercises encourage participants to think critically about their thinking processes and identify strategies for enhancement. At the end of the program, every group will present their discussion note.