ATP Certification Modules

Team Assessment Process - for existing teams.

Different teams need different solutions. This approach is used to diagnose the specific areas a team needs to focus on. This leads to a customized advancement initiative, not a "same size fits all" approach. You'll learn to use both informal and formal surveys and a feedback process to work closely with your teams.

Team Launch Process - for new teams.

There are five essential, 'must' strategies that lead to a fast and effective team start-up. You'll learn how to facilitate these strategies and conduct the "Team Launch Work-session" for any new team that requests "team-building".

Team Success Factors

- RELATIONSHIPS
  Positive, Respectful and Trusting relationships
- PROCESSES & TOOLS
  Visible, Consistent & Effective methods for team output
- ROLES
  Clarity and Acceptance of team members' responsibilities
- GOALS
  Clarity, Commitment and Accountability to the team's goals
- PURPOSE
  Clarity, Shared Understanding and Acceptance of the team's purpose

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Team Advancement Plan - for all teams.

You'll learn how to create Team Advancement Plans, based on a sound, structured foundation— and become a continuing partner with each team you work with.

Remember—without attention to team process, all teams naturally fall into some form of dysfunction.

Advancing Team Performance (ATP) equips you with essential tools to make a difference when a business leader asks you:

"We need team-building; can you do it next week?"

-OR-

"We're launching a new team next week, can you do some team stuff to help us get started?"

Teams are the lifeblood of many organizations, yet some teams fall short in achieving their desired outcomes. Why?

- They get off to a poor start.
- They get off to a good start, but the landscape changes and they are not equipped to cope.
- They flounder (delays, missed milestones, lost focus) because:
  - ο Purpose and/or goals are unclear or not accepted.
  - ο Unclear, redundant or missing roles.
  - ο Uncertainties or conflicts around scope.
  - ο No structure for critical thinking, issues analysis, or decision making.
  - ο Too much dependence on inferior forms of communication.
- They have no system to hold team members accountable.

ATP is a proven approach to provide team process support for both existing teams and new teams. It is based on assessing and executing the

ATP Certification Process

Pre-work & Feedback

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Certification Class 3-days

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Post-Class Certification Projects

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Achieve Certification Status

How you will benefit

- Assess complex team issues.
- Gather information from team members using a neutral, fact-based process.
- Use 5 Success Factors to effectively consult with any team.
- Learn a repeatable process to facilitate a team start-up.
- Create team building advancement plans, based on data, not opinions, or a "cookie-cutter" approach.
- Get teams back on track in days, not months.
- Shorten a team's timeline from "Forming" to "Performing".

Who should attend

Any one who wants to develop or fine-tune their skills as a team support specialist. This process is a must for those involved in supporting high impact teams. This includes staff members who make recommendations to team leaders about "team-building" activities.