

TEAM FOCUS™

CRITICAL SKILLS FOR TEAMS

TEAM FOCUS equips your organization with essential team operating skills and tools.

The ability of individuals to come together and operate as a highly effective team is crucial in today's competitive environment. Individuals who understand the dynamics of working in groups and have the skills to effectively manage a wide range of team situations are highly valuable assets to your organization.

TEAM FOCUS is a series of team operating tools. It is taught and applied in a 2-day workshop where teams use the tools to address their own team issues for critical results. Workshops are taught by FOCUS™ instructors or leaders from your organization, through our proven train-the-trainer process.



The MOONWALKER - is it for walking in space? No! It's our unique activity to highlight team performance success factors. Your team will see itself in action in a fun, interactive experience.

TEAM STRUCTURE

Assess team purpose, goals, roles

TEAM SKILLS

Develop key team interaction skills

TEAM STYLES

Analyze behaviors and capitalize on collective strengths

TEAM MEETINGS

Maximize team meeting effectiveness

Key Outcomes:

- Leverage collaboration and team effectiveness through our unique experiential team activity.
- Monitor your team's performance using the TEAM FOCUS tools.
- Clarify your team's purpose, goals and member roles, and get clear on team procedures.
- Improve team results by understanding individual and team behaviors.
- Manage team differences effectively and positively, and prevent conflicts before they occur.
- Streamline meeting procedures with repeatable tools and techniques.
- Discover a quicker path to sustainable team results!

Team "Snapshot" Worksheet					
Team:	Team				
Purpose & Goals	1	2	3	4	5
• Our team is clear on its purpose.					
• Our team is clear on its goals.					
Roles					
• Team members are clear about what they are supposed to do and how they contribute to achieving team goals.					
Relationships					
• Our team is characterized by high levels of trust.					
• People understand and respect the differences that each member brings to the team.					
• Our team is characterized by high levels of cooperation.					
Procedures					
<u>Our team is effective at:</u>					
• Making decisions					
• Clarifying broad problems and concerns					
• Resolving differences					
• Determining the root cause of specific problems					
• Planning future events and projects					
• Generating new ideas					
• Managing our meetings					
Communications					
<u>Communication is effective:</u>					
• Within our team					
• Between our team and other groups/teams					
Results					
• Our team accomplishes its tasks and achieves its goals.					
Post Snapshot					
As a result of this snapshot, what changes need to be made?					

The Team Focus performance tools come in a variety of formats - great for team meetings, teleconferences, web meetings and virtual teams!



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What You Will Learn...

TEAM STRUCTURE

- How to formulate and refine your team's purpose and goals.
- The results and benefits of effective teamwork through a unique experiential activity.
- How to conduct a quick and effective 'team performance checkup' using the Team Snapshot tool.
- 5 musts for workgroup effectiveness and how to use them to gain maximum results for your team.
- A process to clarify the roles and resources of each member.
- The critical elements to get your team off to a flying start.

TEAM SKILLS

- How to build trust among team members.
- How to use the Team Stages tool to get to next level results.
- What to anticipate (and prepare for) as your team moves through the team learning curve.
- Proven techniques for managing conflict for positive results.
- 4 essential elements of good team communication.
- Why your team needs 'preventive maintenance' to maintain peak production capability.

TEAM STYLES

- What your work style is and how it contributes to your team's success.
- How to motivate your teammates to operate at their highest capabilities.
- How to influence your teammates in a positive way to build true collaboration.
- Communication strategies to accommodate differing styles.
- How to channel the work style differences within your team into a positive productive force.
- Recognizing and tapping into team members' hidden strengths.

TEAM MEETINGS

- The Top 10 reasons why team meetings fail and what you can do about them.
- 5 critical elements of effective team meetings.
- How to use our proven tools for meeting planning, preparation and evaluation.
- A team meeting agenda and meeting summary format that really works.
- How to run better virtual meetings and web conferences.
- Putting it all together: using systematic 'team thinking' techniques to manage team issues in a way that is conscious, visible, systematic and repeatable!