

# Teambuilding: Being an Effective Team Leader

## **Purpose**

To lead a team through continuous improvement.

**Objectives** At the completion of the class, students will be able to:

1. The four stages of team development
2. Your individual leadership style and how to utilize it
3. Task-based roles versus Process-based roles and how they help a team perform at its highest level
4. The six top dysfunctional team behaviors and how to deal with them
5. The five strategies for dealing with team conflict

## **Prerequisite**

None.

## **About the Class**

1. To practice the skills and techniques of this class, students are encouraged to edit an existing procedure or develop a new procedure.
2. This class will be tailored to your industry sector.
3. Each student receives a student guide containing a representation of the program's slides and graphics with space provided for note taking.
4. This class can accommodate up to 25 people.
5. Duration: 8 hours.

*Learn to improve processes and be in compliance with the  
FDA!*

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***Teambuilding: Being an Effective Team Leader***  
***Topics Covered***

**Introduction**

1. Course Overview
2. Agenda
3. Groundrules

**What Makes an Effective Team Leader**

1. Skills
2. Leadership style Assessment
3. **Activity:** *Leadership Styles*

**Team Development Stages**

1. Stages
2. Forming
3. Norming
4. Storming
5. Conforming
6. Team structures
7. **Activity:** *Team Profile*

**Team Member Roles**

1. Effect of new dynamics
2. Roles by consent
3. Task focus role
4. Process focus role
5. Roles for members
6. **Activity:** *Writing clinic*

**Writing the Procedure**

1. Action words for simplicity
2. Specific versus general statements
3. Ranges versus discrete values
4. Attachments
5. Other supporting documents
6. **Activity:** *Team Role Identification*

**Dysfunctional Member Roles**

1. Types
2. Handling the dysfunction behavior

**Conflict**

1. Causes
2. Types
3. Conflict styles
4. Managing team conflict.