

Developing Team Effectiveness and Collaboration 建立團隊效能與協作能力

MEDIUM : Cantonese / English

COURSE CODE : DTEC

DURATION : 1 Day

As organizations become more flat and less hierarchical, teamworking is quickly becoming the preferred practice in many firms today. Since teams by necessity involve people with different background and talents, effective team work involves a variety of management, facilitation and communications skills. It also requires team members to collaborate with each other.

The purpose of this program is to explore some key elements needed in good team building, and to provide participants with the skills and techniques required to both lead and contribute to good team work. Skills learnt in this program will help participants build their own teams at the workplace.

Audience

All levels of staff

Objective

At the completion of this workshop, participants will be able to:

Methodology

Games, discussions, mini-lecture, case studies, demonstration, video vignettes, role-plays

What participants will learn

At the completion of this workshop, participants will be able to:

- Identify the key elements required in effective teamwork
- Identify the key stages of team formation
- Build a team from scratch
- Set targets and milestones
- Manage team problems and conflicts
- Improve team productivity through effective communication and coaching
- Build team synergy
- Avoid common pitfalls

Benefits

To the organization:

- More effective teamwork
- More productive workforce
- More open communication between team members
- Greater harmony at the workplace

To the individuals:

- Better understanding of other team members' needs and concerns
- Better communication with each other
- More willingness and better ability to contribute

Course Outline

1. Introduction

The course will begin by a *team building exercise* in which participants will experience the various stages in team development. This will be followed by a *debriefing discussion* where the following concepts will be introduced:

- The advantages and trend towards teamworking
- What constitutes a team?
- Teams vs groups
- Teambuilding versus teamworking
- The four (4) stages of Team Development

2. How well is your team working together?

Through a *short game, an assessment and discussions*, participants will find out (a) how well their team can work together to create synergy, and (b) the characteristics of a High Performance Team, including:

- The need for a common goal
- Clarity of rules, roles and processes
- Trust between team members
- Good communications
- Effective leadership
- Willingness to contribute
- How to build a High Performance Team

3. Valuing diversity

Every member in a team is different and has a unique set of interests, social style and idiosyncrasies. Successful teams are those who know how to turn diversities into synergy. Through *discussions, mini-lectures, demonstrations and role plays*, participants will learn the following concepts and skills:

- Drivers and preferences
- Social styles
- Communication patterns
- Working with diversities

4. Collaboration

This section provides participants some important tools and techniques to collaborate with each other. Using a *simulation exercise*, participants will pretend they are survivors of a plane crash, and learn to collaborate with each other in order to survive. Included in the skills learnt are:

- Group problem solving
- Allocating tasks
- Resolving conflicts and disagreements
- Facilitating consensus

COURSE ARRANGEMENTS

Week	Course Date	Course Title	Course Code	Duration (Days)	Fees* (HK\$)	Enroll before these dates to Enjoy our Early Bird Rates	Cancellation Deadline	Medium of Instruction
1	Apr 7-8	Supervisory Skills Workshop	SSW	2	HK\$6,480	HK\$5,980 Mar 11, 2016	Mar 16, 2015	C/E
	Apr-12	Time and Task Management	TTM	1	HK\$3,480	HK\$3,180 Mar 11, 2016	Mar 16, 2015	C/E
	Apr-13	Handling Difficult People	HDP	1	HK\$3,480	HK\$3,180 Mar 11, 2016	Mar 16, 2015	C/E
2	Apr-21	Presentation and Communication Skills	PCS	1	HK\$3,480	HK\$3,180 Mar 18, 2016	Mar 23, 2015	C/E
	Apr-22	Coaching Skills Workshop	CSW	1	HK\$3,480	HK\$3,180 Mar 18, 2016	Mar 23, 2015	C/E
3	Apr-26	Leadership Skills Workshop	LSW	1	HK\$3,480	HK\$3,180 Mar 25, 2016	Mar 30, 2015	C/E
	Apr-27	Developing Team Effectiveness and Collaboration	DTEC	1	HK\$3,480	HK\$3,180 Mar 25, 2016	Mar 30, 2015	C/E
	Apr-28	Problem Solving and Decision Making	PSDM	1	HK\$3,480	HK\$3,180 Mar 25, 2016	Mar 30, 2015	C/E

C = Cantonese, E = English

TIME: 9:00 am - 5:00 pm daily **VENUE:** Regal Hongkong Hotel, Causeway Bay, HK.

* Fees include refreshments and buffet lunch

** We accept P. Cards

PAYMENT AND CONFIRMATION:

- Seminar fees cover full set of course materials, lunch and refreshments. Seminar fees are payable in advance.
- For enrolment by email, please provide all information per the standard Enrolment Form on this page.
- For enrolment by fax, mail or email, CEL will issue an acknowledgement fax or email to the Authorized Person the next day from receipt of the enrolment.
- Enrolments received by fax, mail or email on or before early bird deadline will be entitled to the early bird rate.
- Joining instructions for confirmed registrations will be sent to the Authorized Person about 2 weeks before the seminar.

CANCELLATION AND SUBSTITUTION POLICY:

- There is no cancellation charge for cancellations made on or before the cancellation Deadline.
- Registrant(s) who fail to attend, or who cancel(s) after the cancellation deadline(s) are liable for the entire fee.
- All cancellations should be notified in writing.
- Enrolments received AFTER the cancellation deadline are subject to the same cancellation deadline.
- Registrants may send substitutions in their place anytime. However, substitutions are not allowed once a seminar has commenced.

ATTENDANCE CERTIFICATE:

A Certificate of Completion will be given to each delegate who have attended more than 70% of the enrolled course(s).

CORPORATE DISCOUNT SCHEME & QUANTITY DISCOUNTS:

Please visit our Website at www.celhk.com or telephone Ms Mak at 2838 1182 to inquire the above.

Communications Engineering Ltd. reserves the right to vary the course programmes or arrangement if this proves necessary.

ENROLMENT FORM

Name	Job Title	Tel No	Mobile No	Course Code
(Mr/Ms) _____	_____	_____	_____	_____
(Mr/Ms) _____	_____	_____	_____	_____
(Mr/Ms) _____	_____	_____	_____	_____
(Mr/Ms) _____	_____	_____	_____	_____

Company Name :

Address :

Contact Person : (Mr / Ms) **Job Title :**

Direct Line : **Email Address :**

Mobile : **Fax :**

Authorized Person : (Mr/Ms)

Job Title : **Direct Line :**

Signature : **Date :**

Cheque enclosed for HK\$

Please note seminar fees are payable in advance

Made payable to **Communications Engineering Ltd.**

Please tick (✓) if you require a receipt



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