





Module I – Team Work Management

Topic 2: Collaboration Skills

Session 1: The Perfect Combination



Outline

- I- Importance of Team Building
- II- Team Agreements
- III- Ground Rules for Participation



I- Importance of Team Building





Introduction

- Employees are the assets of every organization
- They must work in a different and smarter way
- They always need to feel motivated



An aerial photograph of a sailboat on a deep blue ocean, positioned on the left side of the slide.

N.B. Team Work and Team Building are essential in organizations to make them a better place to work.



Situation 1: Example of Michael





Situation 2: Example of Sam





Team Building Activities:


- Improve the relations and strengthen the bond among the employees
- Reduce the chances of confusions and misunderstandings
- Make individuals feel more positive and confident at work.





II- Team Arrangements





N.B. It is important for any team to make an assessment of their current strengths.



A- Code of Conduct May Include:

- The way in which the team will operate
- The process about keeping the members informed
- Focus on what is best for the team as a whole



An aerial photograph of a sailboat on a dark blue, textured body of water, positioned on the left side of the slide.

III- Ground Rules for Participation



A- Major Rules:

- Team members need to be honest and open
- They should enjoy a diversity of opinions
- Everyone is given an equal opportunity for participation
- They should be open to new approaches and to new ideas



B- Communication Rules:

- Understand and be understood
- Be clear and concise
- Keep discussion on track





C- Action Plan:

- Informality:
 - Friendly Climate
 - Comfortable
 - Relaxing





(C- Action Plan)

- Listening Should Include:
 - Questioning
 - Paraphrasing
 - Summarizing



Thank you