



Developing a Top Performing Team



How to Develop a Top Performing Team Training

Date: In-House Course on your desired date
Promotion valid from Nov 2018 till 28 Feb 2019

Learn it. Live it. Share it.



LEVEL 2 B-BBEE Verification Status | 125% Procurement Recognition | ACCREDITED with the Services Seta | Accreditation No. 12472

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1. COURSE OBJECTIVE

Teams are needed because the world we live in requires constant experimentation, a continual response to changing conditions. In our exploration of new conditions and possibilities, we have to rapidly integrate new partners and different work disciplines. The team structure adapts most easily to changing conditions and has the greatest potential for creative solutions and new approaches to work challenges.

2. COURSE CONTENT

This interactive course provides a successful team development process that facilitates the development of a new team or the revitalization of an existing team. Whether your team is an ongoing work group, or a special project -based team of limited duration, you will rapidly increase its effectiveness with the use of these teamwork tools and skills.

Module 1: Team Building Skills

- Goals, Roles and Processes
- The Leader`s Role
- What Teams Need
- Your Best and Worst Experiences
- Team Building Stages
- Team Requirements
- Team Connections
- Team Roles and Resources
- Ground Rules
- Utilizing Team Resources
- Team Building Process
- Symptoms of Team Stress
- The Five Dysfunctions of Teams
- Team Meetings
- Decision Strategies
- Goal Setting and Problem Solving

Module 2: Communication Skills

- Developing Trust
- Mapping Your Stakeholders
- Communication Planning
- Choice and Control

- Building Blocks of Effective Communication
- Influencing Skills
- Successful Delegation
- Giving Feedback for Improved Performance
- Managing Conflict

Module 3: Team Bonding

- Team bonding techniques to increase trust and professionalism within teams
- Team activities

3. INVESTMENT

Cost per Delegate: R1550.00

Cost for Groups of more than 10 delegates: R1400

Cost per delegate includes:

- *Facilitation of 1 day*
- *Delegate workbook*
- *Catering for delegates*
- *Certificate of Completion*

4. POST COURSE ASSISTANCE

“Contact the Coach” – Learning for Business Results

Raising the Standards offers a continued learning relationship providing free access to post course support to embed the knowledge gained. Our advisors are subject matter experts in each area of specialisation.

Delegates can “Contact the Coach” for support, information or assistance with additional questions regarding the application of theory covered during the course.

Prepared By:

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REGISTRATION FORM

Company	
Contact Name	
E-mail	
Telephone	
Nature of Business	

Delegate Name	E-mail Address
1.	
2.	
3.	
4.	

WHERE DID YOU HEAR ABOUT THIS COURSE? _____

AUTHORISATION

Name: Sign:

Position: Date:

Registration fee covers learning material, refreshments during the break, lunch and any parking fees.

Payment Method: Please indicate the payment method by ticking the appropriate box:

Credit Card Bank Deposit Electronic Transfer

Please Note – Registration and Attendance

1. Registration forms with full details are required to enable Raising the Standards (Pty) Ltd. to provide quotations and invoice for payment
2. Payment shall be made upon receipt of invoice
3. Registration and attendance shall be confirmed only once payment has been made prior to the course
4. No-show's will not receive refunds for payments
5. Cancellations shall be submitted in writing to Raising the Standards (Pty) Ltd. at least ten (10) working days before the event to qualify for a 75% refund

BANKING DETAILS:

Bank: First National Bank
 Account Name: Raising the Standards Solutions (Pty) Ltd.
 Account Number: 62439116684
 Branch Name: Lynnwood
 Branch Code: 252045