

T4M - Together For More!

A 2 Day Workshop to develop work teams

T4M - Together For More! is a 2 day workshop to develop your work team's teamwork skills and tools.

Although based around a standard Agenda, it is tailored to your organisation's specific needs. It may be expanded to a three-day workshop to take in further team development exercises that cement the theory in practice.

The Agenda is based around experiential learning. This is based on studies that show that people learn best when they are involved practically in the lessons being taught.

Only 25% of what is taught is retained if it is done in a lecture situation. The retention rate increases as they also see demonstrations of what is taught, and increases further as they practice and do what they learn. The retention rate goes as high as 92% if they also are involved in passing on the knowledge - teaching someone.

The Agenda provides a dynamic and cost-effective series of introductions to a teamworking skill or tool coupled with tasks and exercises that simulate teamwork in a work environment. Post-activity diagnosis then relates the exercise back to actual situations in the workplace and modules are developed for members of the team to become "Centres of Excellence" for specific skills so that they can teach others.



Perform as an effective team

7 Keys to Winning Teams

The workshop centres around the 7 Keys to Winning Teams:-

- Commitment - subscription to and ownership of a common, well understood Vision
- Contribution - the ability to identify and fulfill roles in the team, where all are not equal but all contribute.
- Communication - open, honest, continual, developing and active
- Cooperation - prioritising individual goals so that the priorities of the team's goals can be met effectively
- Conflict Management - the way a team deals with conflict
- Change Management - the ability of a team to be flexible and provide pathways to continuous improvement
- Connections - the recognition by the team of the networks necessary outside the team, developed for the team's greater good

Using these 7 Keys you will discover your organisation's Key Team Indicators, how well you think you are performing as a team and how you really are performing as a team.

Agenda

The Agenda is:-

- Initial 1 day attendance at your work place to survey teamwork skills and your team's needs
- Tailoring the standard Agenda to highlight specific issues relevant to your organisation
- Introduction and Icebreaker Activity



- 7 Keys to Winning Teams - an introduction
- Current Situation Analysis
- Building Trust
- Commitment - Exercise and diagnosis
- Contribution and Co-operation - Exercise and diagnosis
- Communication - Exercise and diagnosis
- Conflict and Change Management - Exercise and diagnosis
- Connections - Exercise and diagnosis
- Putting it all together - Exercise and review of improvements
- New Situation Analysis - Your Team Profile
- Action Plans

Who is it for?

The workshop is designed for any organisation that needs to work as a team. It may involve the whole organisation or parts or teams within a larger organisation.

Designed for a Small-Medium Enterprise (SME), the ideal workshop size is 10 to 20 people.

What will you get?

At the end of the workshop, your team will have:-

- Understood what is required to de-

velop an effective team

- Measured their own effectiveness
- Observed definite improvement in it's teamwork performance
- Received tools and skills that can be used daily to improve performance
- Agreed on an Action Plan to develop team effectiveness.

Other team development modules by OTS Management

Ask us about:-

TEAM! A one or two day introduction to Teamwork and Team Communications.

Ignition! a Team Startup Workshop designed for your first task-specific team to define it's operating procedures, roles and objectives.

We also provide coaching and workshops for Strategic, Business & Marketing Planning, Marketing & Sales Development, and Organisational & Change Management.



Teik Oh, Director of OTS Management

These Organisational Development products have been developed by the Director and CEO of OTS Management from his international experience consulting to SME's.

Call us to discuss your needs.

About OTS Management

OTS Management is a quality and value driven boutique consulting and accounting company that provides organisational development services to commercial, growth-oriented Small and Medium Enterprises who require business services, advice and coaching.

We give our clients comfort in their decision-making by providing them with our experience and independent advice that saves them time and helps them grow. Unlike other accounting services companies, our clients have significant contact with our senior people.

We meet our own high expectations in order to exceed the expectations of clients.

Our services include:

- *Change Management consulting*
- *The Zest Factor - find the zest in your organisation*
- *Strategic & Business Planning*
- *SMART Marketing workshops*
- *Team Development workshops*
- *Performance Management Systems*
- *Zest Tests - Business Diagnostics on your organisation*