

T H E
EXPLORING TEAMWORK
W O R K S H O P



Center for Management
and Organization Effectiveness

TEAMWORK: SOME ASSEMBLY REQUIRED

Whether it's two people, a department, or an organization, teams are the means by which great things get done.



WHY A WORKSHOP ON TEAMWORK?

Coming together is a beginning, staying together is progress, and working together is success.

– Henry Ford

There are many types of work groups and teams that exist in organizations. Few, however, function at peak levels. Because effective teamwork can be challenging to achieve, CMOE's Exploring Teamwork Workshop assists teams with core issues such as improving communication, tapping into creativity, maximizing resources, overcoming resistance, dealing with change in a positive way, and increasing productivity.

Exploring Teamwork is a powerful, experienced-based workshop that shows participants how to build and sustain a high performance team, as well as how to develop teamwork skills at the individual level. The experiential nature of the training, combined with adult learning methods, ensures an exciting and memorable event. Participants walk away with an integrated set of skills, knowledge, and plans to renew team spirit, enhance performance, and improve team leadership. When these skills are applied, teams are stronger, more productive, and more aligned in purpose than ever before.

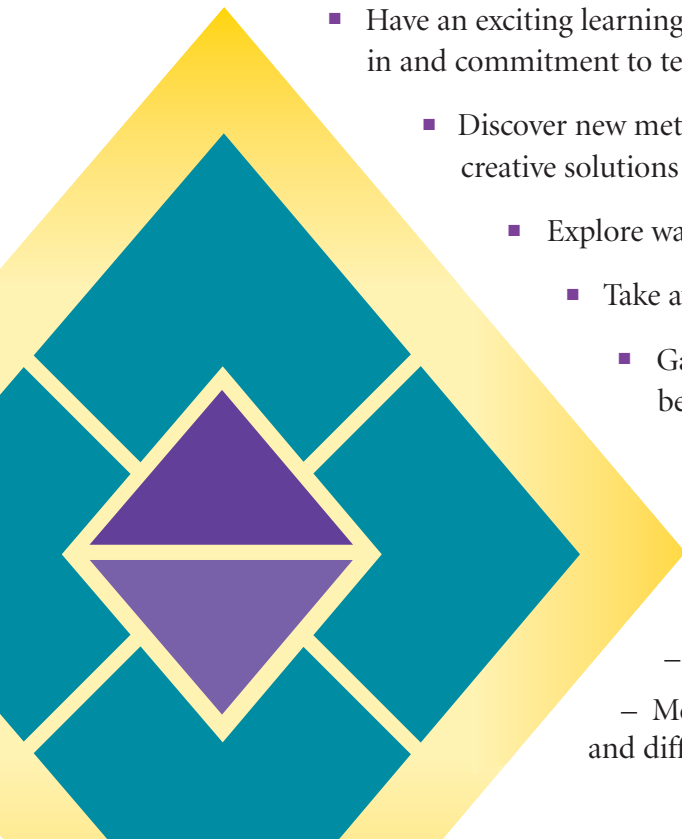
The Exploring Teamwork Workshop is tailored for intact teams, cross-functional teams, or a mixed group of individuals. The workshop is customized to each organization's specific team issues and needs.

TEAMWORK DEFINED

A unified group of determined individuals who are willing to work together, share information, and combine their energy and expertise to achieve extraordinary results. A group in which team members understand their roles and are prepared to give the group their best performance.

PARTICIPANTS WILL:

- Have an exciting learning experience that will raise their level of interest in and commitment to teamwork.
- Discover new methods to enhance team effectiveness and produce creative solutions to team challenges.
- Explore ways to build team motivation and revitalize commitment.
- Take away tools and resources that will instill team cohesiveness.
- Gain personal insight about how their individual actions and behaviors either add to or detract from teamwork.
 - Understand the:
 - Role and value of team leadership in achieving results
 - Necessity of effective personal and interpersonal communication
 - Ways to utilize the resources and talents within the team
 - Importance of goals and vision
 - Methods of problem-solving and of handling conflict and differences



WORKSHOP OUTLINE

- Introduction and Orientation to “Exploring Teamwork”
- The Meaning of and Business Case for a High-Performance Team
- Exercise – The Need for Teamwork and General Principles about Team Dysfunction
- Core Teamwork Values
- Team Project/Exercise
- Critical Teamwork Issues and Discussion Topics
- The Teamwork Model In Depth (The Path to Success)
- Exercise–The Value of Cross-Teaming, Communication, and Team Member Contribution to the Group Effort
- The Exploring Teamwork Assessment (Assessing the Overall Team Health)
- Team Tools, Resources, and Processes
- Practical Solutions to Real Team Issues and Challenges
- Action Plans

WORKSHOP MATERIALS



- Pre-work Study Material and Exploring Teamwork Assessment (available on-line)
- Comprehensive Participant Workbook and Learning Journal
- Diamond Model of Teamwork
- Hardbound copy of *Teamwork: We Have Met the Enemy and They are Us*, by CMOE co-founders Steven J. Stowell, Ph.D. and Matt M. Starceвич, Ph.D.
- CMOE’s new book *Teamwork: Some Assembly Required*.

HOW THE WORKSHOP IS OFFERED



The Exploring Teamwork Workshop can be delivered in a one, two, or three day format at a location of your choice.

CMOE also offers its retreat lodge “Moose Meadows LLC,” nestled in the mountains just 45 minutes from Salt Lake International Airport. It provides teams with a comfortable environment in a remote location and accommodates up to 16 people for one to three days and nights. Moose Meadows is the ideal location for intact, executive, and leadership teams to focus on critical tasks through a wide range of indoor and outdoor experiential activities and learning opportunities.

PARTIAL LIST OF CMOE CLIENTS

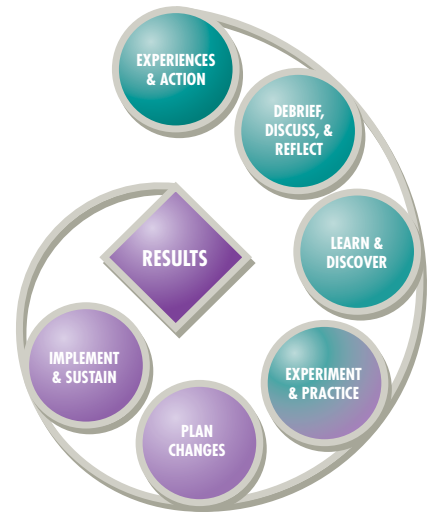
Abbott Labs ■ American Express ■ AT&T ■ Bank of Montreal ■ Barclays Global Investors ■ Bell Canada ■ BellSouth
Department of Public Safety ■ DHL ■ ExxonMobil ■ FedEx ■ Florida Power Corporation ■ Formosa Plastics ■ FMC ■ He
L-3 Communications ■ Lennox ■ LG ■ Motorola ■ Pacific Gas & Electric ■ PepsiCo ■ Pfizer ■ Police Corps ■

Teamwork is the ability to work together toward a common vision; the ability to direct individual accomplishments toward organizational objectives. It is the fuel that allows common people to attain uncommon results.

– Andrew Carnegie

LEARNING METHODS

All of CMOE’s workshops are taught by a certified facilitator who actively models and explains the skills being developed. Each workshop is based on highly effective adult learning methods. To help each participant or team accomplish specific learning goals, we use an experience-based approach. The learning evolves from the “hands-on” tasks and group exercises. Key concepts are presented to reinforce and clarify the learning. Participants discover how to use the skills and how to continue to implement effective practices.



EXPERIENTIAL LEARNING PROCESS

WHO WE ARE

CMOE provides organizations with training programs that are practical, with an emphasis on developing how-to skills. The mission of CMOE is to build long-term partnerships in the workplace. Our strategic objective is to partner with clients and provide solutions for their training needs as they arise. As a training partner, CMOE assists clients in defining and providing customized solutions. We don’t fit you into a “box”; we help you design the box.

CMOE was founded in 1978 and is based out of Salt Lake City, Utah. Through a commitment to ongoing research and consulting, CMOE has developed numerous skill-based training workshops, books, materials, and experiences that address the specific needs of leaders, team members, and organizations.

h ▪ Boeing ▪ BP ▪ Cargill ▪ ChevronTexaco ▪ Chick-Fil-A ▪ Church’s Chicken ▪ Compaq ▪ Delphi ▪ Delta Air Lines
rshey’s ▪ Hillenbrand ▪ HP ▪ Iomega ▪ John Deere ▪ Johnson Controls ▪ Johnsonville Foods ▪ Kaiser Permanente
▪ Procter & Gamble ▪ Sauer-Danfoss ▪ Siemens ▪ Tesoro ▪ Texas Utilities ▪ Turner ▪ Wells Fargo Financial

ALSO BY CMOE

OTHER BOOKS

Ahead of the Curve: A Guide to Applied Strategic Thinking

By Steven J. Stowell, Ph.D. and Stephanie S. Mead. This book focuses on how managers and individual contributors can develop the ability to exercise greater strategic influence over their work and life and make strategic contributions to their organizations.

Hardbound, 143 pages.

The Coach: Creating Partnerships for a Competitive Edge

By Steven J. Stowell, Ph.D., and Matt M. Starcevich, Ph.D. This book is about the coaching process and the skills, behaviors, courage, and values leaders need in order to evoke employee commitment and motivation. The Coach also helps leaders turn what is typically an uncomfortable and often-avoided or mishandled task into a productive one-on-one experience for the leader and team members.

Hardbound, 170 pages.

Leading Groups to Solutions: A Practical Guide for Facilitators and Team Members

By Steven J. Stowell, Ph.D., Stephanie S. Mead, and Joel McCausland. This book describes the collaborative process among team leaders and team members when building consensus, creating synergy, and harnessing collective energy to create innovative solutions.

Hardbound, 181 pages.

Teamwork: We Have Met the Enemy and They Are Us

By Steven J. Stowell, Ph.D. and Matt M. Starcevich, Ph.D. This book describes CMOE's experiences in leading members of organizations in powerful teambuilding training. The book also provides a template for practitioners to develop experiential teambuilding programs.

Hardbound, 147 pages.

Win-Win Partnerships: Be on the Leading Edge With Synergistic Coaching

By Steven J. Stowell, Ph.D. and Matt M. Starcevich, Ph.D. This book expands on the concepts and skills of CMOE's Eight-Step Coaching Model, explores the learning relationship, and teaches how to create synergistic solutions to life's challenges, at work and elsewhere.

Hardbound, 283 pages.

COMING SOON!

Teamwork: Some Assembly Required

By Steven J. Stowell, Ph.D. and Stephanie S. Mead.

OTHER WORKSHOPS

Applied Strategic Thinking

An action-oriented workshop that is filled with exercises and tools that outline the steps to be strategic within each participant's realm of responsibilities.

Coaching Skills

During this workshop, participants acquire the skills to interact with co-workers in a way that will motivate action, drive out fear, and create the partnerships required to accomplish team or organizational goals.

Delegation Skills

By learning effective delegation skills, leaders can be free to devote more time to planning and strategic thinking, while at the same time empowering, motivating, and developing team members to play a vital role in the organization's success.

Flexible Leadership

This workshop focuses on simple, practical leadership guidelines and examines each participant's natural flexibility level.

Innovation and Change

Leaders in this workshop will learn how to be versatile, adaptive, flexible, and committed to continuous improvement.

Leading Groups to Solutions

This highly interactive facilitation workshop is designed to help leaders and managers develop the insights and skills necessary to create a powerful vision for their teams.

Transition to Leadership

This one-day workshop exposes new leaders to the challenges encountered when moving into leadership positions and teaches strategies to overcome those challenges.

OTHER SERVICES

Customized Workshops

Our talented and experienced training curriculum design team is prepared to create an experiential workshop focusing on a specific topic or develop a workshop using a combination of topics of your choice.

Executive Coaching

CMOE's executive coaching program is a development opportunity available to senior, mid-level, and potential executives. The executive coaching process is comprised of carefully designed one-on-one interactions between an executive and a highly skilled coach. Executive coaching refocuses and enhances the executive's individual, interpersonal, and organizational skills.

Speakers

Our professional speakers and trainers are available to make presentations, from a few minutes to a full day, for conventions, conferences, or other meetings.



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9146 South 700 East
Sandy, UT 84070
801-569-3444
www.cmoe.com