



Group Productivity and Team Building Sessions

The Learning Key® Approach

Benefits and Outcomes

- Maximize skills and abilities of team leaders and members.
- Increase productivity of intact teams.
- Provide training for teams to achieve their goals and objectives within budget and on time.
- Analyze team strengths and weaknesses and devise a plan to move toward high performance.
- Work with new teams to provide skills and knowledge required to develop high performance.
- Use experiential and outdoor training activities to enhance a team's problem solving, communication and conflict resolution skills.

One of the most pervasive trends in American business is the use of teams and groups to accomplish complex tasks and projects. With the demands of the marketplace putting increasing financial burdens on companies, organizations can not afford to have employees working below their potential. The impact of team performance can be directly linked to a company's survival and its ability to expand into new or greater business opportunities.

For businesses to remain competitive in a global market, teams must develop skills and use resources to function in a highly efficient and productive manner.

Symptoms of teams that may need help are:

- Unresolved conflicts that waste time and slow progress
- Inappropriate use of member resources
- Confusion as to who will do what and when
- Team meetings with little or no active participation
- Insufficient delegation or problem resolution
- Lack of interest or creativity
- Complaints that the team does not respond to the needs of others or meet its responsibilities

- Low productivity
- The sense that team meetings are a waste of time
- Lack of follow-up after meetings

The Process

Although general team skills training programs can be beneficial, a more powerful approach to creating high performing teams is to have group members work together on the issues they face. Often this is an ongoing process -- to help intact team members learn team skills and develop teamwork within their own team. For new groups this involves laying a foundation where they clarify their mission, goals, operating norms, and individual roles and responsibilities. For existing groups with clear roles, initial steps might be to clarify issues and concerns and help the group develop strategies to resolve conflicts and improve decision making.

A traditional, but useful "filter" for group analysis and development is through their approaches to:

- Task Content
- Task Process
- Group Maintenance

Task Content: What are the objectives of the team?

- Confirm that each team member has a clear understanding of the team's objectives
- Analyze if the right people have been selected for the team
- Determine if the team has the appropriate resources and tools to accomplish its objectives

Task Process: What processes does the team use to organize its work?

- Determine the stage of team development as well as necessary skills to progress from the current stage to that of a high performing team.
- Assess the team's norms, policies and procedures.

Group Maintenance: What are the behaviors that contribute to a healthy group life? This area of team performance is critical to team efficiency and productivity but may be overlooked.

- Determine if team and individual needs are being met
- Assess what members do to develop and maintain strong working relationships

The Results

Team interventions are based upon a number of different preliminary activities, depending on the team and its goals. These include observations,

interviews, questionnaires and videotaping of team meetings. An analysis of the team's current status, and ongoing, intermittent work with the team leads to enhanced team effectiveness and productivity. Alternatively, a written report based on analysis of the data collected can provide a plan to be implemented by your human resources professionals.

Contact Us

For additional information, call 215-493-9641 or visit us at www.thelearningkey.com.

