High Performance Teams inside the Company

High Performance Teams (Inside the Company) are organizations, teams or groups working inside an office environment that are focused on achieving the same goals. Bringing team members together can sometimes be a challenge task. This workshop identifies these challenges and helps your participants push through to success.

With our High Performance Teams (Inside the Company) workshop, your participants will begin to see how important it is to develop a core set of high performance skills while working in an office locale. By knowing and managing the way people interact in an office setting, you will be positioning your high performance teams to accomplish any task.

Course Outline:

Module One: Getting Started
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

Module Two: The Benefits of High Performance Teams
- Creates Loyalty
- Optimum Productivity
- Collaboration
- Creates Visibility
- Case Study
- Module Two: Review Questions

Module Three: Challenges of High Performance Teams
- Can Create Competition
- High Turn-over Rate
- Negative Focus on Productivity
- Fear of Failure
- Case Study
- Module Three: Review Questions

Module Four: How to Build and Lead High Performance Teams
- Promote Understanding
- Provide Adequate Knowledge
- Facilitate Effective Interaction
- Conduct Effective Meetings
- Case Study
- Module Four: Review Questions

Module Five: Characteristics of High Performance Teams
- Understand the Big Picture
- Have Common Goals
- Work Collaboratively
- Produce Quality Results
- Case Study
- Module Five: Review Questions

Module Six: Roles of an Effective Team Leader
- Provides Adequate Training
- Timely, Constructive Feedback
- Views Mistakes as Opportunities
- Environment of Problem-solving
- Case Study
- Module Six: Review Questions

Module Seven: Traits of Great Leaders Leading High Performance Teams (I)
- Vision
- Patience
- Humility
- Humor
- Case Study
- Module Seven: Review Questions

Module Eight: Traits of Great Leaders Leading High Performance Teams (II)
- Courage
- Compliance
- Tolerance
- Gratitude
- Case Study
- Module Eight: Review Questions

Module Nine: Ideas for Motivating High Performance Teams
- Let Employees be Idealists
- No Negative Criticism
- Give Ample Praise
- Have Lunch with Each Employee
- Case Study
- Module Nine: Review Questions

Module Ten: Steps to Retaining High Performers
- Give Them Visibility
- Keep Them Entertained
- Reward Them
- Provide Them with Mentors
- Case Study
- Module Ten: Review Questions

Module Eleven: Augmenting Team Performance
- Authority
- Ask Questions
- Quickly Resolve Differences
- Practice Unanimity
- Case Study
- Module Eleven: Review Questions

Module Twelve: Wrapping Up
- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations
- Recommended Reading