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**Team Power International**  
Where Your Winning Future Begins



**LEADERS IN APPLIED  
INTERACTIVE TRAINING**

**TPO2E**



**In-House  
Training**

# EFFECTIVE TEAM PLAYERS

Enhance your teamwork by identifying and improving  
your own team player style



## OVERVIEW



## PRIMARY OBJECTIVES & BENEFITS

Teams have become a principle building block of successful organizations. This three day workshop is an essential course for team leaders and team members, designed to focus on the characteristics of an effective team player and the elements of an effective team. Attendees of the program will learn the importance of interaction with others so they can appreciate how they are perceived by the rest of the team. Participants will leave the workshop with plans for their personal development as team players and ideas for developing their own team.

### ***This workshop will help participants to learn:***

1. What makes an effective team.
2. The importance of ground rules.
3. The role of the team member.
4. Their own preferred communication style.
5. How to improve listening and questioning skills.
6. How to influence others effectively.
7. Their own preferred team role.
8. How to interact with others effectively.
9. How to deal with challenging situations within the team.
10. How to apply the learning in their work role.



## WHO SHOULD ATTEND?

Front-line to mid-level professionals working in a team environment would benefit by taking this course.

# EFFECTIVE TEAM PLAYERS

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## Module 1 - What Makes An Effective Team

- Characteristics of high performance teams
- The importance of ground rules
- Agreeing appropriate ground rules
- The role of the team member
- What makes an ideal team member?
- Behaviors to adopt and avoid

## Module 2 - Communication Styles

- How good a communicator am I?
- The communication styles model
- Analysis of preferred communication style(s)
- How to interact with other styles effectively

## Module 3 - Listening Skills

- How good a listener am I?
- Barriers to effective listening
- Listening exercises
- How to improve listening skills

## Module 4 - Questioning Skills

- Six types of questions
- When to ask each question type
- Preparing questions for team meetings
- Practical exercises

## Module 5 - Team Roles

- The team roles model
- Identifying our preferred team role(s)
- Advantages and drawbacks of each role
- Interacting with other roles effectively

## Module 6 - Influencing Skills

- How to influence others
- Dealing with negativity effectively
- Dealing with the non-team player
- Asserting yourself when others take over
- Action planning for the future

## PROGRAM HIGHLIGHT

**Duration:** 3 days

**Date:** To be Agreed with the Client Organization

**Timing:** 8:30 am to 2:30 pm daily

**Venue:** Suitable & fully equipped venue (to be provided by Customer)

**Notice required:** 10 working days

**Language:** English or Arabic

**Material:** Participants will be provided with high quality handouts

**Certificates:** Certificates of Achievement shall be provided to participants upon successful attendance of the training program

**Fees:** Inclusive of facilitator's fees, materials and certificates