

# COACHING & TEAM-BUILDING SKILLS



*Teamwork is not natural.  
Learn the skills necessary to turn your  
group into a winning team!*

Teamwork. It is not just a passing fad; it is a proven fact! Companies from every industry have found that together we can accomplish more than we can separately. However, teamwork is not an automatic process, it takes preparation, communication and training. You will learn to build self-esteem to boost morale, develop assertiveness skills, turn negatives into positives, manage stress effectively, and turn conflict into an opportunity for growth. This course will give you the proven skills to improve communication, efficiency, and results to turn your work group into a winning team!

## Training Goals:

- ❖ **Discover** the four reasons why teams are not an option in today's business culture.
- ❖ **Learn** how to maintain high energy and morale for your team.
- ❖ **Learn** an eight-step model to build a winning team.
- ❖ **Discover** a seven-step process on how to set goals and reach them.
- ❖ **Discover** the right strategy to set direction and motivate your team.
- ❖ **Learn** how to be an effective, facilitative leader.
- ❖ **Learn** techniques to motivate the problem player.
- ❖ **Apply** communication techniques to build credibility among team members.
- ❖ **Learn** how to handle conflict and emotion among team members.
- ❖ **Discover** the five listening skills to build value and respect among team members.
- ❖ **Understand** the difference between a team environment versus a traditional environment.
- ❖ **Learn** the ten most important features of every team meeting.
- ❖ **Learn** a four-step process to develop positive attitudes and reduce conflict.
- ❖ **Discover** six techniques to reduce and resolve conflict.

Course Version:	1 Day 2 Day
Recommended Class Size:	15-20
Materials:	Manual
Assessments:	Extended DISC®
Certification:	Yes

*"Effective communication! Well constructed, practical and very relevant!"*

– Robert Nunez,  
Dallas Cowboys Football Club,  
CFO