

Team Effectiveness

Stress & Time Management Workshop

[1 – 2 Day, Experiential Sharing Based Learning Methodology Through Presentation, Case Study & Activity Based Directed Learning Approach]

Workshop Outline – 1 – 2 Day

- 1. Enabling Employee Subscription/Buy-In to Organization Objectives - Enrolling into Organization's Vision – Mission – Values**
- 2. TEAM EFFECTIVENESS:** Effective TEAMing (Together Everyone Achieves More): Forming – Storming – Norming – Performing – Conflict Management - Dealing Under Achievers Vs Over Achievers – Coaching – Mentoring – Creating Competitive Advantage
- 3. LEADING BY EXAMPLE:** Ethical 'Walk the Talk' Approach - Building Trust - Motivation - Inter-Personal Relationships – Team Eating & Team Outings! – Effective Communication - Taking Ownership – Effective Delegation – Effective Listening – Effective Meetings
- 4. TEAM PERFORMANCE MANAGEMENT:** Management By Objectives – Periodic 1:1's - Course Correction – Feedback by Design – Effective Adversity & Crisis Management - Healthy Competition (*Recipe for Disaster: Silo Team Thinking – Doing Different Things against Things Different – Poor Leadership – Ineffective Communication Channels – Working To Gather against Working Together*) - Building a Transparent & Open Culture – Vote Vs Veto! – Managing Expectations – Effective Performance Management
- 5. EXECUTING TO STRATEGY BY FOCUSING ON STRENGTHS:** Striving –Thinking – Relating Talents & Building Competency Excellence: Community of Interest – Community of Practice – Competency / Knowledge / Excellence Centres (CoE)
- 6. STRESS MANAGEMENT:** Sources – Manifestations – Understand Active Inactivity – Leadership / Managerial / Supervisor Habits To Stay On Track By Effective Stress Management Techniques – Growing from Dependence to Independence to Interdependence – Tips To Achieve Work Life Balance
- 7. TIME MANAGEMENT:** Stephen Covey's Task / Time Management Matrix – Important / Not Important / Urgent / Not Urgent Quadrants – Work Break Down Structure & Immersion Principle – RACI Model For Organizing Tasks – Assign Responsibility / Accountability / Consulting / Information Per Project Parameters – Identifying Time Wasters – Handling Interruption – Avoiding Procrastination
- 8. Breakout Sessions – Group Discussion – Inference Analysis – Course Correction – Conclusion**

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Other Details:

- Payment to be made within 15 days from the date of the invoice.
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- Overseas clients will have to take care of all the training materials directly as briefed by Sieger Training. However, Sieger can procure some (which can be transited) not all, on behalf of the client but any additional charges for custom clearance has to be taken care by client only.
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