

Module One: Getting Started

- Workshop Objectives

Module Two: Defining Success

- What is a Team?
- An Overview of Tuckman and Jensen
- Four-Phase Model

Module Three: Types of Teams

- The Traditional Team
- Self-Directed Teams
- E-Teams

**Module Four: The First Stage of Team
Development: Forming**

- Hallmarks of This Stage
- What To Do As A Leader
- What To Do As A Follower

**Module Five: The Second Stage of Team
Development: Storming**

- The Hallmarks of This Stage
- What To Do As A Leader
- What To Do As A Follower

**Module Six: The Third Stage of Team
Development: Norming**

- The Hallmarks of This Stage
- What To Do As A Leader
- What To Do As A Follower

**Module Seven: The Fourth Stage of Team
Development: Performing**

- Hallmarks of this Stage
- What To Do As A Leader
- What To Do As A Follower

Module Eight: Team Building Activities

- The Benefits and Disadvantages
- Team-Building Activities That Won't Make People Cringe
- Choosing a Location for Team-Building

Module Nine: Making the Most of Team Meetings

- Setting the Time and the Place
- Trying the 50-Minute Meeting
- Using Celebrations of All Sizes

Module Ten: Solving Problems as a Team

- The Six Thinking Hats
- Encouraging Brainstorming
- Building Consensus

Module Eleven: Encouraging Teamwork

- Some Things to Do
- Some Things to Avoid
- Some Things to Consider

Module Twelve: Wrapping Up

- Lessons Learned
- Evaluations