

## TEAM COMMUNICATION

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**COURSE LENGTH: 0.5 DAYS**

Being able to effectively communicate with your team, colleagues, employees, clients and business partners is a skill that everyone should strive to possess. Effective communication in an organization brings several benefits including harmonious relationships, improved productivity and high sense of motivation as the lines of communication within the team are clear and open.

With the team at the core of corporate strategy, your success as an organization can often depend on how well the team members communicate with each other. To develop the communication skills of your team members, enroll in the Team Communication training course of PD Training! In this course, participants will learn how to recognize and overcome verbal barriers, how to listen to team mates and how to encourage the sharing of ideas.

This half day course, running now in Hong Kong wide, can help you get to the top!

This Team Communication training course can be delivered at your premises by one of our expert local or international trainers or live online using our [HIVE](#) technology.

Contact us today for a quote.

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## TEAM COMMUNICATION COURSE OUTLINE

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### FOREWORD

Teams are an important building block of successful organisations. Whether the focus is on service, quality, cost, value, speed, efficiency, performance, or other similar goals, teams are the basic unit that supports most organisations.

With teams at the core of corporate strategy, your success as an organisation can often depend on how well you and other team members operate together. How are your problem-solving skills? Is the team enthusiastic and motivated to do its best? Do you work well together?

This 1/2-day course can help you get there!

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### OUTCOMES

**By the end of this course, participants will be able to:**

- Understand the value of working as a team
  - Develop team norms, ground rules, and team contracts
  - Identify your team player style and how it can be used effectively with your own team
  - Build team trust
  - Identify the stages of team development and how to help a team move through them
  - Recognise the critical role that communication skills will play in building and maintaining a team atmosphere
  - Identify ways that team members can be involved and grow in a team setting
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### MODULES

#### Lesson 1: Getting Started

- The Parking Lot
- Workshop Objectives
- Action Plans & Evaluations

#### Lesson 2: Defining Teams

- Making the Grade
- Looking Into Ourselves
- Debrief

#### Lesson 3: Establishing Team Norms

- Characteristics of Teams
- Ground Rules
- Team Contracts

#### Lesson 4: Working as a Team

- Putting it Into Perspective
- No Need for Black & White Thinking
- Degrees of Support

#### Lesson 5: Your Team Player Type

- What's Your Team Player Type?
- What Does it Mean To Have a Number?
- My Team Style

#### Lesson 6: Building Team Trust

- Why is Trust Important?
- Building Trust

### **Lesson 7: The Stages of Team Development**

- Forming
- Storming
- Norming
- Performing
- Adjourning
- Forming an Effective Team
- Making Connections

### **Lesson 8: Team Building with TORI**

- What Does TORI Mean?

### **Lesson 9: Communication**

- Defining Communication
- Listening Skills

### **Lesson 10: Becoming a Good Team Player**

- Attitude is Everything!

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## **WEB LINKS**

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- [View this course online](#)
- [In-house Training Instant Quote](#)